



First Time Logging Into The NEW SIS PeopleSoft System

STUDENT TRAINING GUIDE



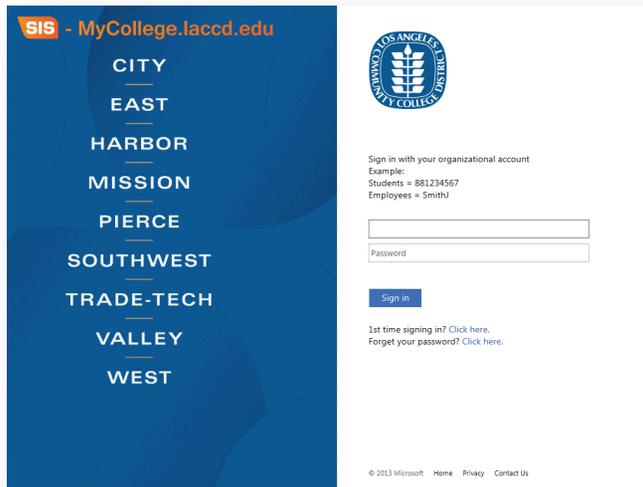
First Time Logging Into the NEW SIS PeopleSoft System
Student Training Guide

Brought to you by the Distance Education Program



Logging into the Student Portal

1. Open an internet browser window to begin the process for logging into the SIS Modernization portal.
2. In your browser window, type **mycollege.laccd.edu** into the address field.
3. Press **[Enter]** to advance to the SIS Modernization login page.



4. Enter your **Student ID** into the first/top field.
5. Enter your **Password** into the second/bottom field.
6. **Passwords**
 - a. The first time you enter the SIS Modernization site, you will be required to enter a predetermined password.
 - b. Student default passwords will consist of:
 - c. **88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)**
 - d. **For example**, Jane Doe, who was born on July 4th, her default password would be: 88@D0704
 - e. Once in the system, you will be prompted to change your password.

How to Update Your Password

7. You will be asked to update your password when you log in for the first time.
8. Enter your old password (**Example: 88@D0704**) and new passwords in their respective textboxes.
9. Your new password must contain at least seven alphanumeric characters: **numbers, uppercase and lowercase alphabetical characters, and at least one special character.**
10. Additionally, you may not use your prior three passwords as your new password.
11. After successfully updating your password, you will be redirected to the password registration page.

Password Registration

12. The password registration page defines questions that will be used to retrieve and reset your forgotten password.
13. On the password registration page, enter your Student ID and new password into the appropriate fields.
14. Select questions that you know and will remember the answers to.
15. After you have completed the question and answer page, you will be redirected to the SIS Modernization home page.
16. You have successfully logged into the Student Portal. Once you changed your password, you will use the changed password for all future logins.
17. Write down your updated password for future reference.

Student ID:

Password: