Instruction of how to access to your student email account (Office 365) via Student Information System (SIS) Web Portal

1) Login in your student email account by **CLICK HERE**.
   (https://services.laccd.edu/districtsite/sis_logon.asp?websvc=registration&campus=E)

2) ENTER your Student ID number, ENTER your PIN and Click on the “Submit” button (See Figure 1-1)
3) After Logged in, you will see a page as show in the Figure 1-2 below.

Please read the “Legal Information” then click on the “Continue” button.

**Important**

You now have a LACCD Student email account!

STUDENTEMAILFORMAT @STUDENT.LACCD.EDU

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Legal Information

Use of the District's student e-mail system must comply with all applicable state and federal laws, and/or the District's rules and regulations, including but not limited to Chapter 9, Article B of the Board Rules ("Conduct on Campus, [http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleVIII.pdf](http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleVIII.pdf)) and Administrative Regulation B-27 ("Use of District and College Computing Facilities, [http://www.laccd.edu/admin_regs/documents/B-27.pdf](http://www.laccd.edu/admin_regs/documents/B-27.pdf)). Misuse or abuse of the student e-mail system may result in disciplinary action from the colleges, criminal prosecution, and/or civil liability.

Your incoming and outgoing e-mails are not completely private or confidential, nor should you have any expectation that they will be. The District reserves the right to monitor or inspect communications within the student e-mail system. Student records are protected under the federal Family Educational Rights and Privacy Act ("FERPA"), but your e-mails may not be considered a "student record." In addition, e-mails in your student e-mail account may be disclosed to third parties pursuant to lawfully issued subpoenas or where authorized or required by law, and in such cases, the District cannot assure you that it can or will raise privacy objections on your behalf.

Effective Spring 2013, The Los Angeles Community College District's ("District") student e-mail system is the official means of communication from the District's colleges. You are expected to check your student e-mail account on a regular basis.

10/29/2012

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![Figure 1-2](image.png)
4) Click on the “Main Menu” link (see Figure 1-3)
5) Open your mail inbox in the Outlook Web App (Office 365) by clicking on your email address (see Figure 1)

Click on your email address to open your mail inbox in the Outlook Web App (Office 365)
CONGRATULATIONS! you’re now in your email account.

Figure 2-1