First Time Logging Into
The NEW SIS PeopleSoft System

FACULTY
TRAINING GUIDE

**First Time Logging Into the NEW SIS PeopleSoft System
Faculty Training Guide**

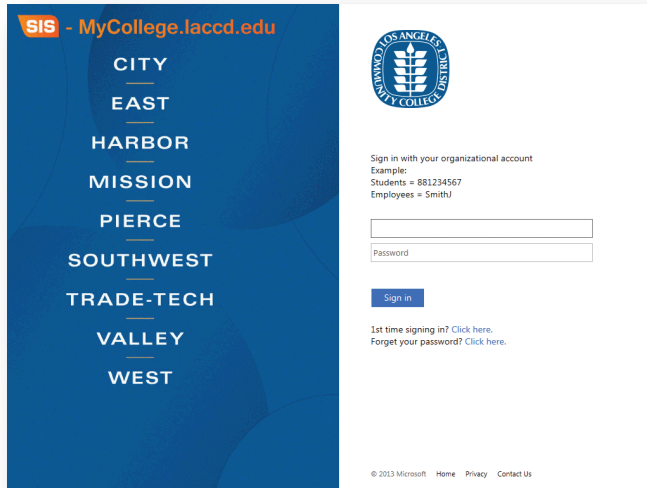**Brought to you by the Distance Education Program**

SIS MyCollege.laccd.edu

Logging into the Faculty 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 **Faculty ID** into the first/top field.
   a. Employee username is your **SAP user ID**.
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. Employee default passwords will consist of:
   c. **8@ + the month of your birthdate (MM) + the first character of your last name (capitalized) + the last 4 digits of your SSN**
   d. **For example**, Joe Smith, who was born on August 9th, and has SSN xxx-xx-1234, his default password would be: 8@08S1234
   e. Once in the system, you will be prompted to change your password.

How to Update Your Password

7. Once you have successfully logged in, for your account's security, you will be transferred to the update password page to change your default password.
8. Enter your Faculty ID (as in SAP) into the appropriate field.
9. Enter your old password and new passwords in their respective text boxes.
10. Your new password must contain at least seven alphanumeric characters: **numbers, uppercase and lowercase alphabetical characters, and at least one special character**.
11. Additionally, you may not use your prior three passwords as your new password.
12. After successfully updating your password, you will be redirected to the password registration page.

Password Registration

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

Faculty ID (SAP User ID): _____

Password: _____