

How to Reset Your Password on the NEW SIS PeopleSoft System

TRAINING GUIDE



How to Reset Your Password on the NEW SIS PeopleSoft System Training Guide

SIS MyCollege.laccd.edu

Brought to you by the Distance Education Program

How to Reset Your Password

- 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.

SIS - MyCollege.laccd.edu CITY EAST	
HARBOR	Sign in with your organizational account
MISSION	Example: Students = 881234567 Employees = SmithJ
PIERCE	
SOUTHWEST	Password
TRADE-TECH	Sign in
VALLEY	1st time signing in? Click here. Forget your password? Click here.
WEST	
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4. Click on "Forget your Password?"

This feature can be used only if you have previously gone through the **First Time Login Procedure** and have a Student ID or LACCD Employee Number.

Password Reset:	
Please enter your Student ID or User ID: Example: Student = 881234567	
Employee = SmithJ	

5. You must answer three of the five recorded questions correctly in order to reset your password.

rify Your Identity: Submit Yo	our Answers
ou must answer all of the	What is the name of the street you grew up on?
onowing questions.	
Answers are not case-sensitive.	What is your mother's maiden name?

6. After successfully answering the questions, click **Create Temporary Password** to create your new (temporary) password.

assword Re	set: Create Your	New Temporar	y Password	
V I				
You have su	cessfully answere	d your account	questions!	
You are reset	ing the password fo	r WANM		

7. Make sure to copy your temporary password by highlighting it and pressing Ctrl+C on your keyboard, or going to Edit >> Copy in your browser's menu. You will need this temporary password when you login again to the system.