



How to Reset Your Password on the NEW SIS PeopleSoft System

TRAINING GUIDE



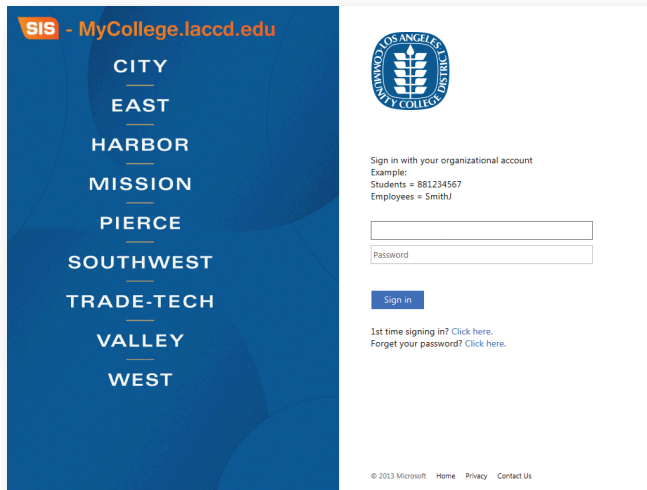
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Brought to you by the Distance Education Program

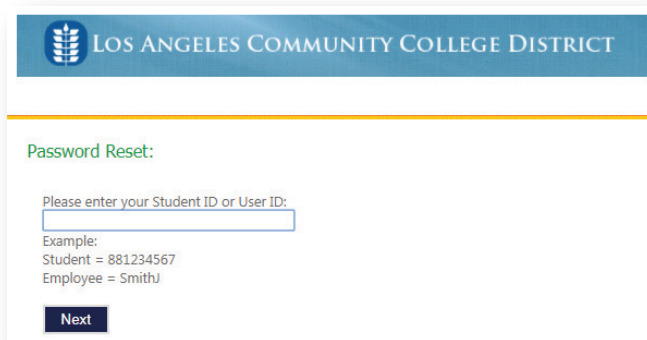
 **MyCollege.laccd.edu**

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.



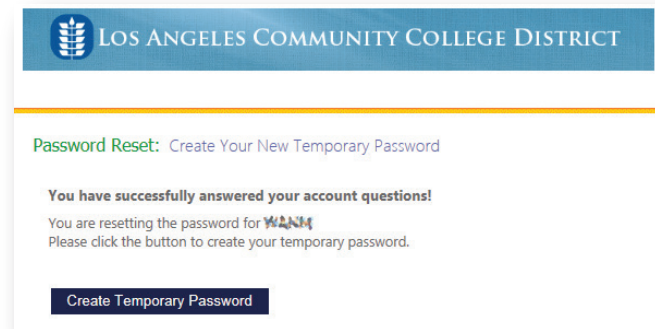
4. Click on "Forget your Password?"
This feature can be used only if you have previously gone through the **First Time Login Procedure** and have a Student ID or LACCD Employee Number.



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



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



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.