



How to Reset Your Password on the NEW SIS PeopleSoft System

TRAINING GUIDE



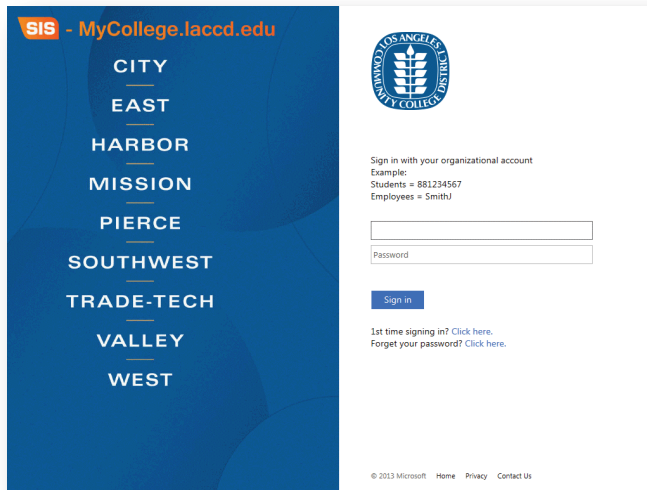
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Brought to you by the Distance Education Program

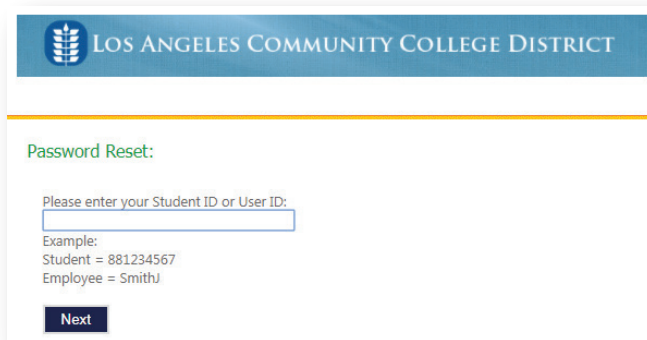


How to Reset Your Password

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.



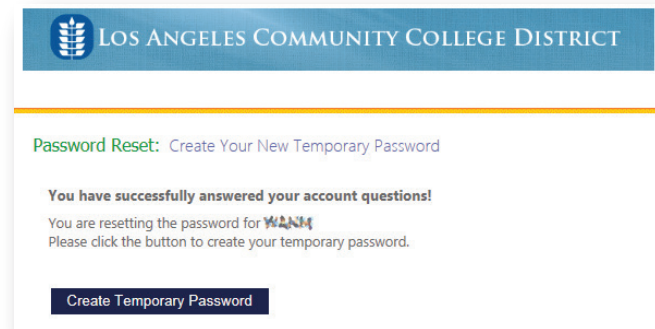
4. Click on "Forget your Password?"
This feature can be used only if you have previously gone through the **First Time Login Procedure** and have a Student ID or LACCD Employee Number.



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.