Instructions to register for the new Microsoft Self-Service Password Reset Service

1. Log on to My College.laccd.edu SIS Portal

**New Self-Service Password Reset is here!**

All actively enrolled students are encouraged to register for the new self-service password reset service by recording an alternate email address (i.e. yahoo, google, Gmail) and/or a mobile (cell) number into the system.

[Click here for details]

Sign in with your organizational account

<table>
<thead>
<tr>
<th>Student ID, SAP ID or Office365 Email</th>
<th>Password</th>
</tr>
</thead>
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[Sign in]

1st time signing in? [Click here].
Forget your password? [Click here].
New Microsoft forget your password? [Click here].
2. Click on Email link

3. You will be given a message to provide additional information. Please write down your @student.laccd.edu email address listed in the message. You will be required to use your @student.laccd.edu email address to reset your password in the future. Click Next
4. Click the “Set it up now” link next to either or both of the authentication methods listed.

5. Follow On screen instructions

5a. Authentication via Phone will require a cell phone with text messaging capabilities if “Text Me” is selected. Otherwise “Call me” can be utilized.

5b. A secondary Authentication Email (i.e. yahoo, Gmail, google) can also be setup to email your authentication codes to.
6. Once registration of a phone and/or email is completed you may click “finish”
How to create a new SIS MyCollege.laccd.edu portal password using the new Microsoft Self Service Password Reset Page

1. Go to MyCollege.laccd.edu and click on “New Microsoft forget your password” link

2. Enter your @student.laccd.edu address that was provided to you when you originally registered with Microsoft Self Service Password Reset. Enter the “Captcha” code shown on screen.
3. Click Next

4. Select a method of verification and follow on screen instructions.
5. Enter the verification code that was mailed/texted/called in to you. Then click next.

6. Enter your new password. You will not be allowed to use old passwords. Passwords will be required to be at least 8 characters long and have 3 of the 4 following requirements.
   a. Capital letter
   b. Lower case letter
   c. Number
   d. Special Character (.,?!@#$% etc.)
7. Click Finish

You can now go back to the SIS MyCollege.laccd.edu sign on page and login using your new password.