

First Time Logging Into The NEW SIS PeopleSoft System

FACULTY TRAINING GUIDE



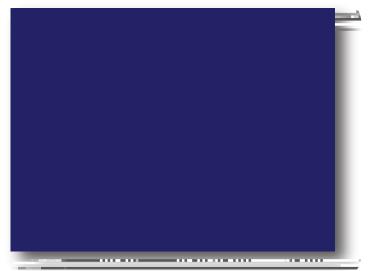
First Time Logging Into the NEW SIS PeopleSoft System Faculty Training Guide

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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.
- 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:
 - 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

- 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:	