Instructions to help you create your portal account, and to access **Canvas**

1. Go to the new portal URL at**: https://mycollege.laccd.edu**
2. Enter your **Student ID** in the "Student ID or User ID" textbox.
3. Enter your **Default Password** in the "Password" textbox.
   Your default passwords consists of:
   88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)
   For Example, Jane Doe, who was born on July the 4th, will have the default password: **88@D0704**
4. Once you have successfully logged in, you will be transferred to the **Update Password** page to select a permanent password.
5. Re-enter your **Default Password (88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)** in the "Old Password" textbox.
6. **Create a new password** for yourself (FOLLOW the DIRECTIONS provided by the system,) which is at least 7 characters long, and enter it into the "New Password" and "Confirm New Password" textboxes.
7. If your password is accepted, you will be transferred to the **Password Registration** page for confirmation and to select your **security questions**.
8. **Re-enter your Student ID again, AND your new password (the one you just created)** in the "Password" textbox.
9. On the next screen you will be asked to **select 5 security questions**, and provide answers. **SELECT THE EASIEST QUESTIONS! Be sure to provide memorable answers to the questions you select.** These questions will be used to help you reset your password, and perform other security functions with your account.
10. If your questions and answers are accepted, you will be taken to a new page which reads **"Completed: You are now registered"**
11. To access your email account, **close your browser and re-open it**. Then visit: https://mycollege.laccd.edu and login using your new password.
12. **If you encounter any problems after you have followed steps 1-11, troubleshoot by changing your browser (if you're using Mozilla, change your browser to Explorer, and so on).
13. If you continue to experience problems and are not able to access your portal, send an email to our LACC IT department and ask them to reset your account. Make sure to include your FULL NAME the one you used when you applied to LACC, your DATE of birth (example 12/21/2002 PLUS your student ID (YOUR COLLEGE ID#) the one they sent you **on one of the 2 emails** you would have received by now.

   The IT support email: itsupport@lacitycollege.edu