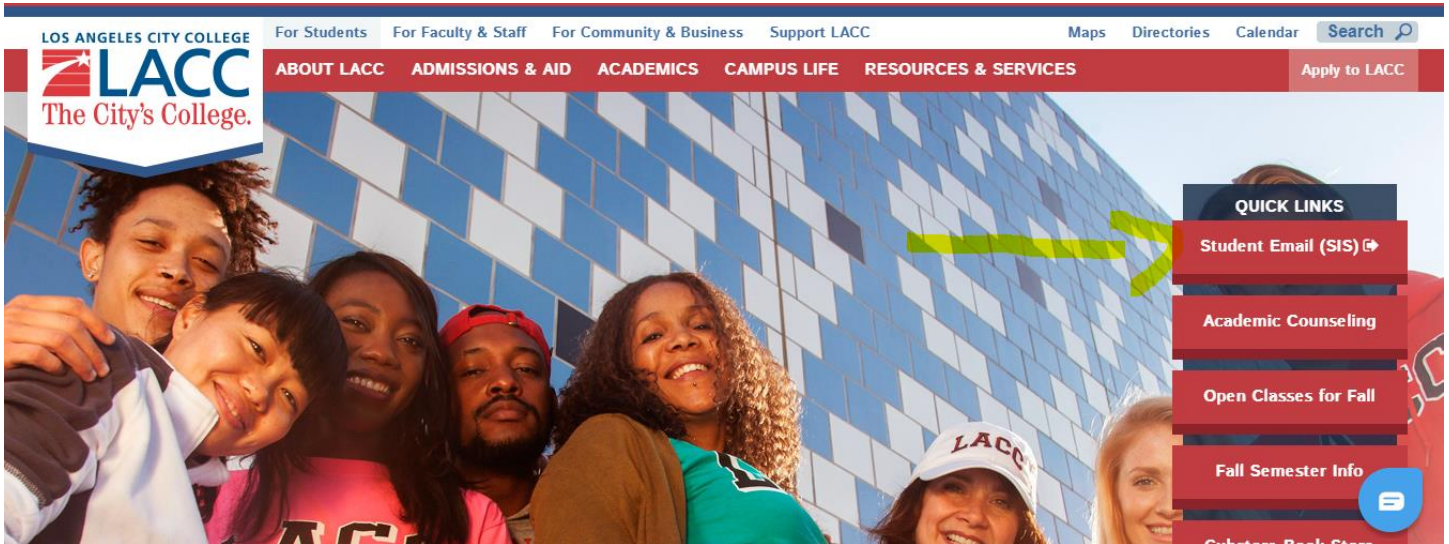# Step by Step – Student Portal

1. Visit www.lacitycollege.edu and click on "For Students". Under "Quick Links" click on **Student email (SIS)**

2. A new tab/window will open. Enter your **LACC Student ID # and password**. If you have never logged in before, your default password is:
   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**
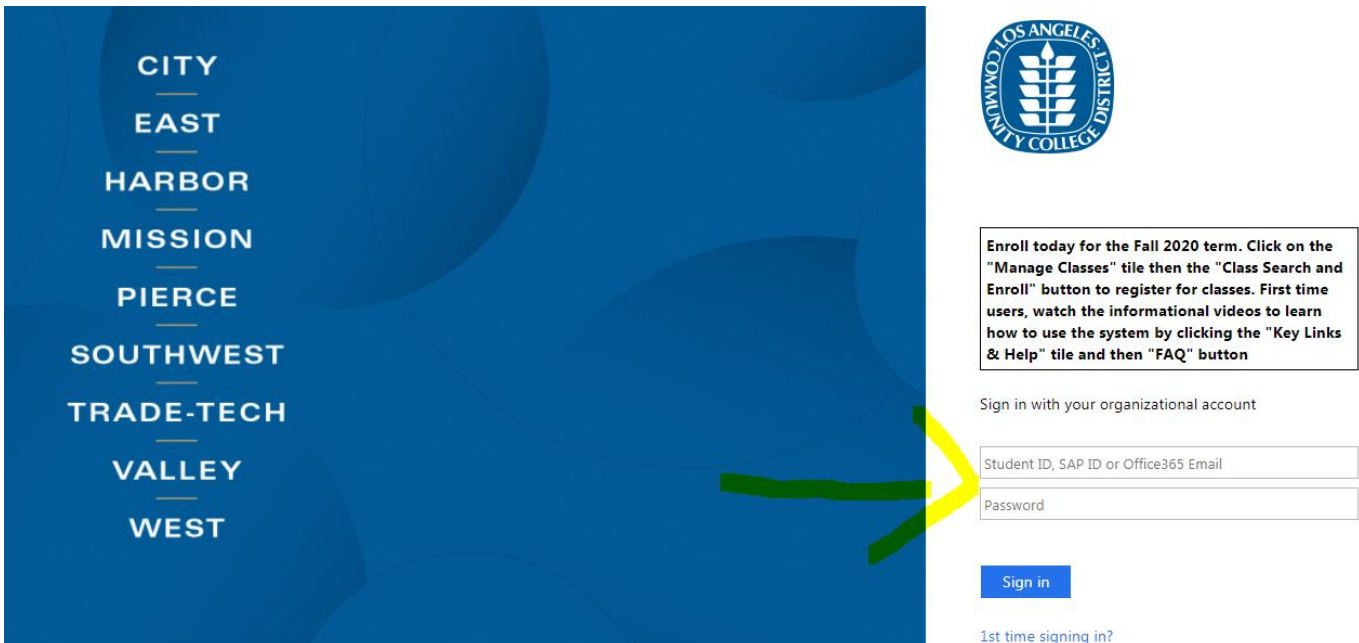
3. **If you are setting up your password for the first time**, you will need to re-enter your LACC Student ID; your Old Password (default password), and create a New Password following the specifications listed below.

Update Password

Your password expired, please update.
It **cannot** be a part of your name, email, userid or 3 prior passwords.
Contains at least **7** characters and **all four** of the following:
- Uppercase letters [A-Z]
- Lowercase letters [a-z]
- Number [0-9]
- Special character [@,!, $, #, %]

Enter your user ID in the format "escsso\Student ID" or "escsso\SAP ID".

| escsso\ |
| Old password |
| New password |
| Confirm new password |

Submit   Cancel

4. Once your new password is created, you will need to Sign-in again using your new updated password.

Update Password

Your password has been updated!

Please login with your new password.
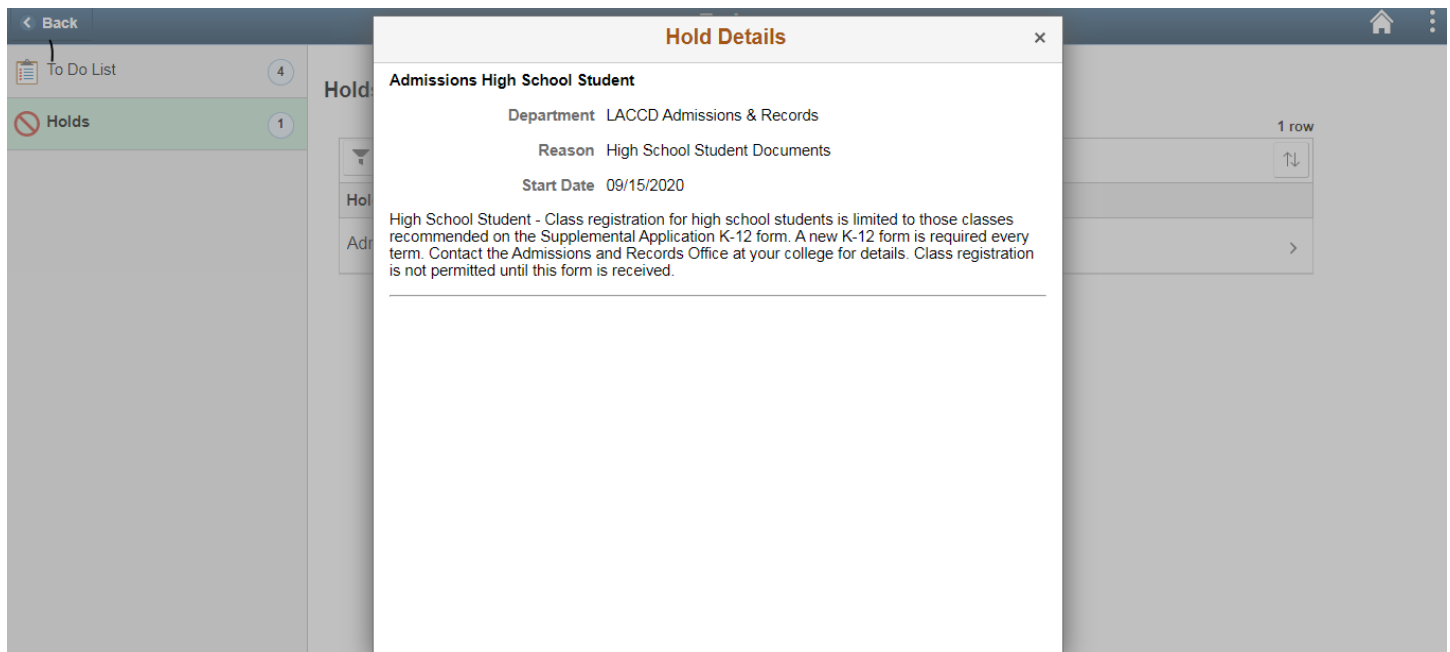Click Here to go back to the Sign-in page.

5. Your Student Portal screen will look like this. **Become familiar with the different tabs**. Two of the most important tabs are: "**Mail-Outlook**" – which will give you access to your LACC student email; and "**Canvas**" – to access your online courses. Remember: All communications from LACC, including emails from your instructor, will come to your LACC email account. It is recommended that you check your email regularly while you are attending LACC.
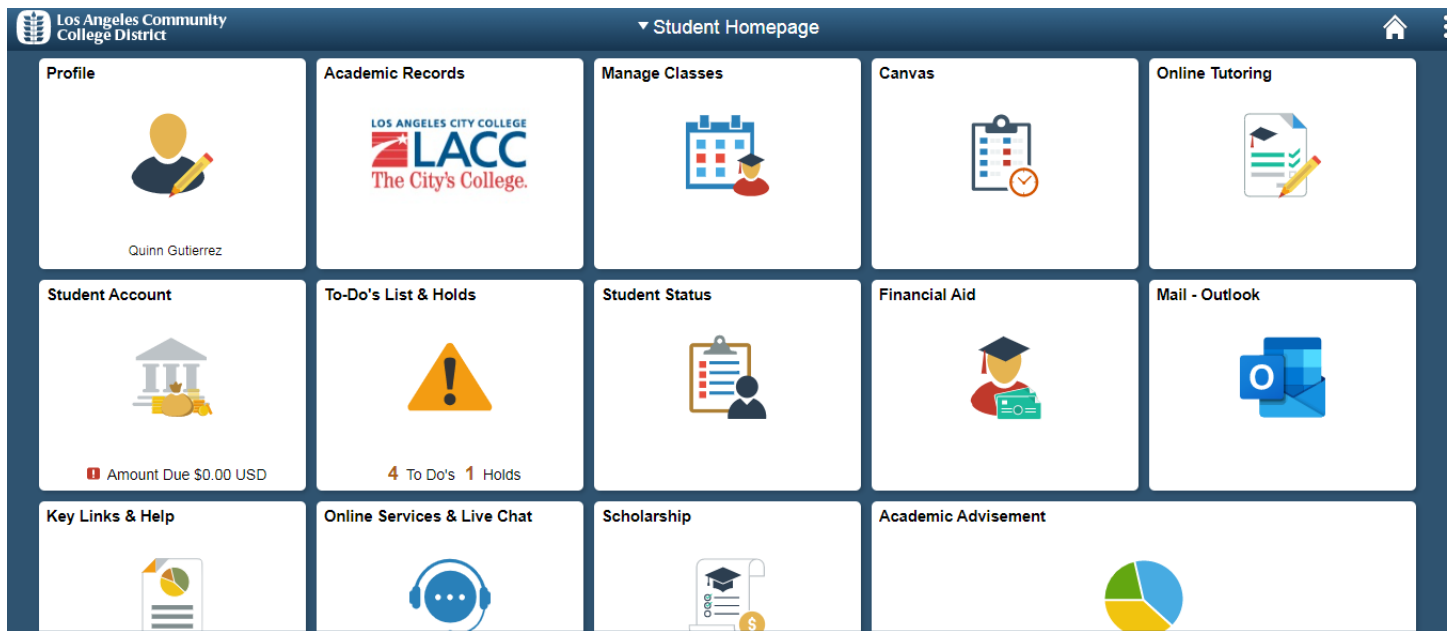
6. Once you click on **Canvas**, you will see "**Dashboard**". The Dashboard lists all the classes (Course Shells) that you are taking this semester. A couple of recommendations: Always pay attention to your "**To Do**" list; and if you need to communicate with your instructor or a classmate, you can do it through "**Inbox**".
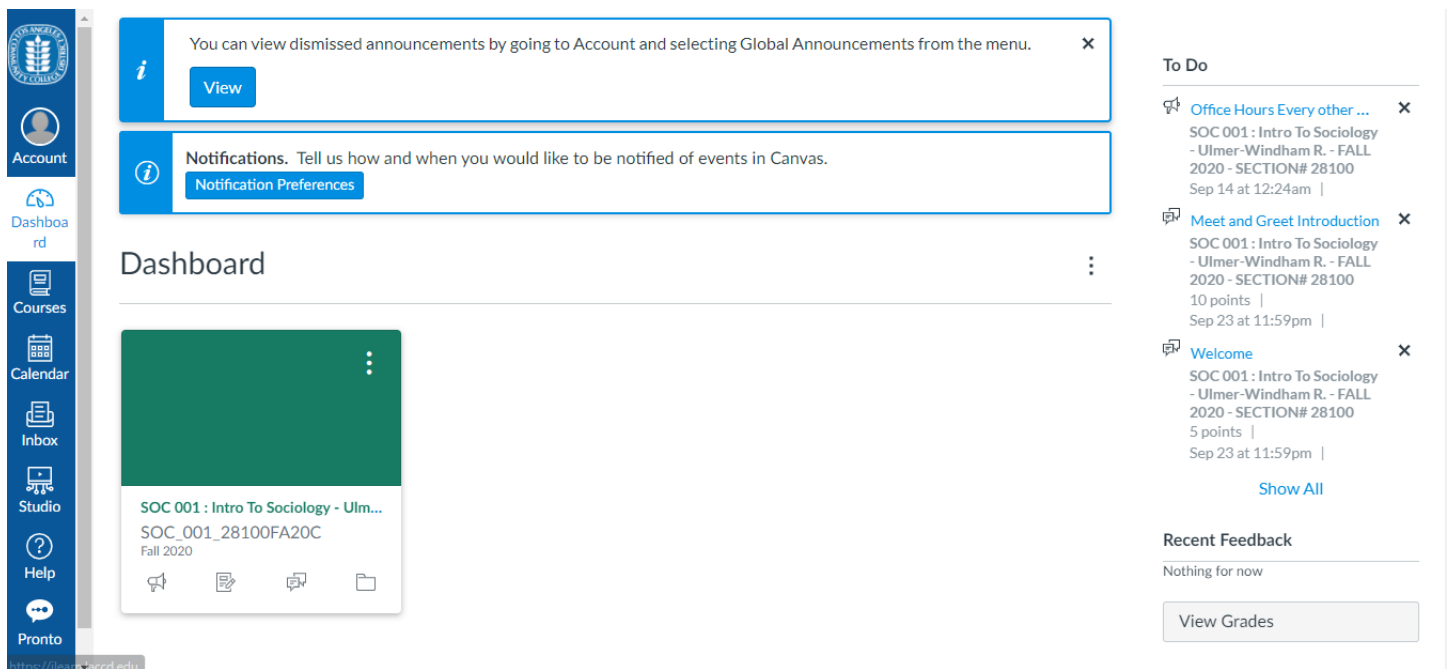
7. Another tab on your Student Portal is **"To-Do's Lists & Holds".** You will have a High School K-12 hold. This is a hold that will be on your record until you graduate High School. As a reminder, you can only enroll for classes listed and approved on your K12 form. A new form is required for each term/semester. Your High School Counselor or approved contact person at your High School will also need to sign this form.

Hold Details ×

Admissions High School Student

Department	LACCD Admissions & Records
Reason	High School Student Documents
Start Date	09/15/2020

High School Student - Class registration for high school students is limited to those classes recommended on the Supplemental Application K-12 form. A new K-12 form is required every term. Contact the Admissions and Records Office at your college for details. Class registration is not permitted until this form is received.

8. Under **"Manage Classes"** you can see the classes that you are enrolled for. If your class is not listed here, and the semester already started, please notify your High School counselor and also the instructor of your class. We want to make sure you are officially enrolled in the class within the first two weeks of the semester/term.

	By Class	By Date

☑ Show Enrolled Classes ☐ Show Waitlisted Classes ☐ Show Dropped Classes

▼ **SOC 001 Intro To Sociology**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Credit	Meets IGETC 4J CSU D0

Class	Start/End Dates	Days and Times	Room
Class# 28100 - Section C29 - LEC	08/31/2020 - 12/20/2020	Days: Wednesday Times: 9:00AM to 12:10PM	City-Cortines School of the Ar

- View My Classes
- My Weekly Schedule
- Shopping Cart
- Class Search and Enroll
- Drop Classes
- Swap Classes
- Browse Course Catalog
- Enroll by My Requirements
- Enrollment Dates
- Student Educational Plan

9. There are a couple of things that you can access under **"Academic Records"** such as viewing your final grades, your unofficial transcript, and requesting official transcripts.

2020 Fall
Credit

View Grades	
Course History	
View Unofficial Transcript	
Official Transcript Requests	
Enrollment Verification	⌄
Display Major	
Home College Change Form	
Petition To Graduate	
Academic Honors and Awards	
Available Transcripts	
View Transfer Credit Report	

View Grades

Term GPA	0.000	>
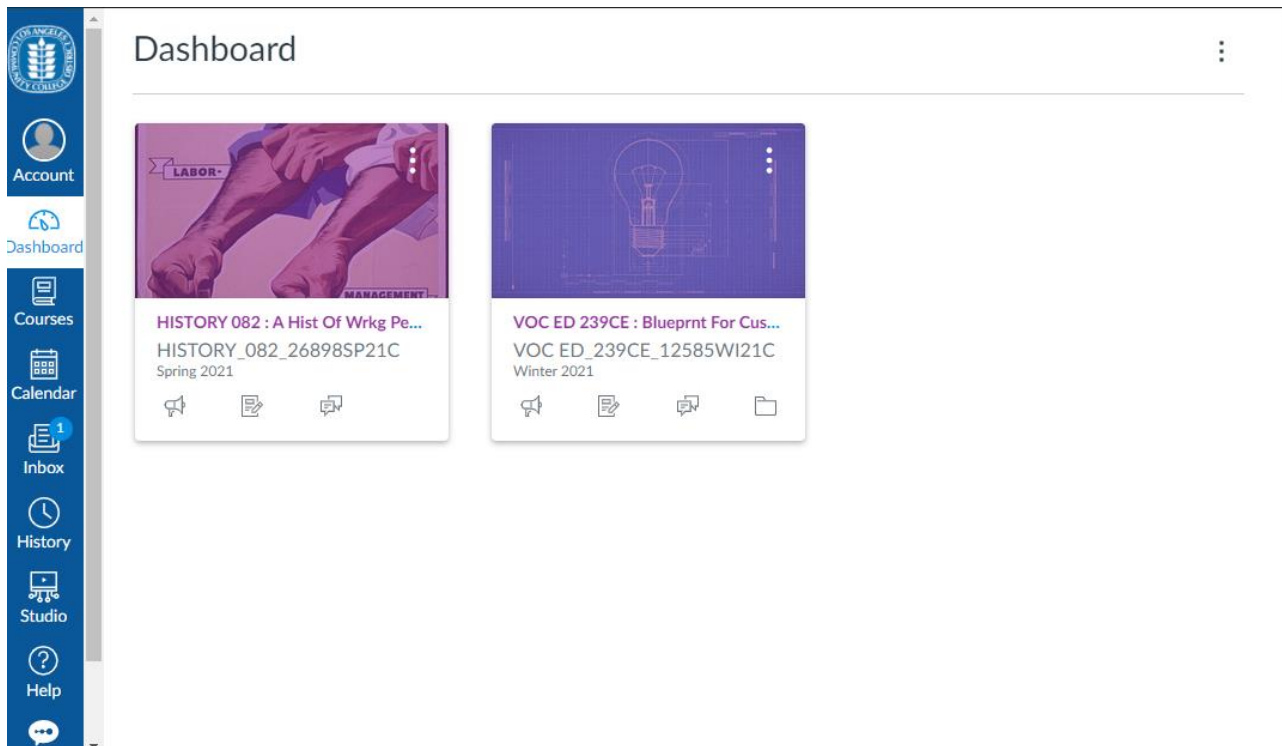
1 row

Class	Units	Grading	Grade	Grade Points	
SOC 001	3.00	Graded			>

Questions? Feel free to send us an email at DualEnrollment@lacitycollege.edu
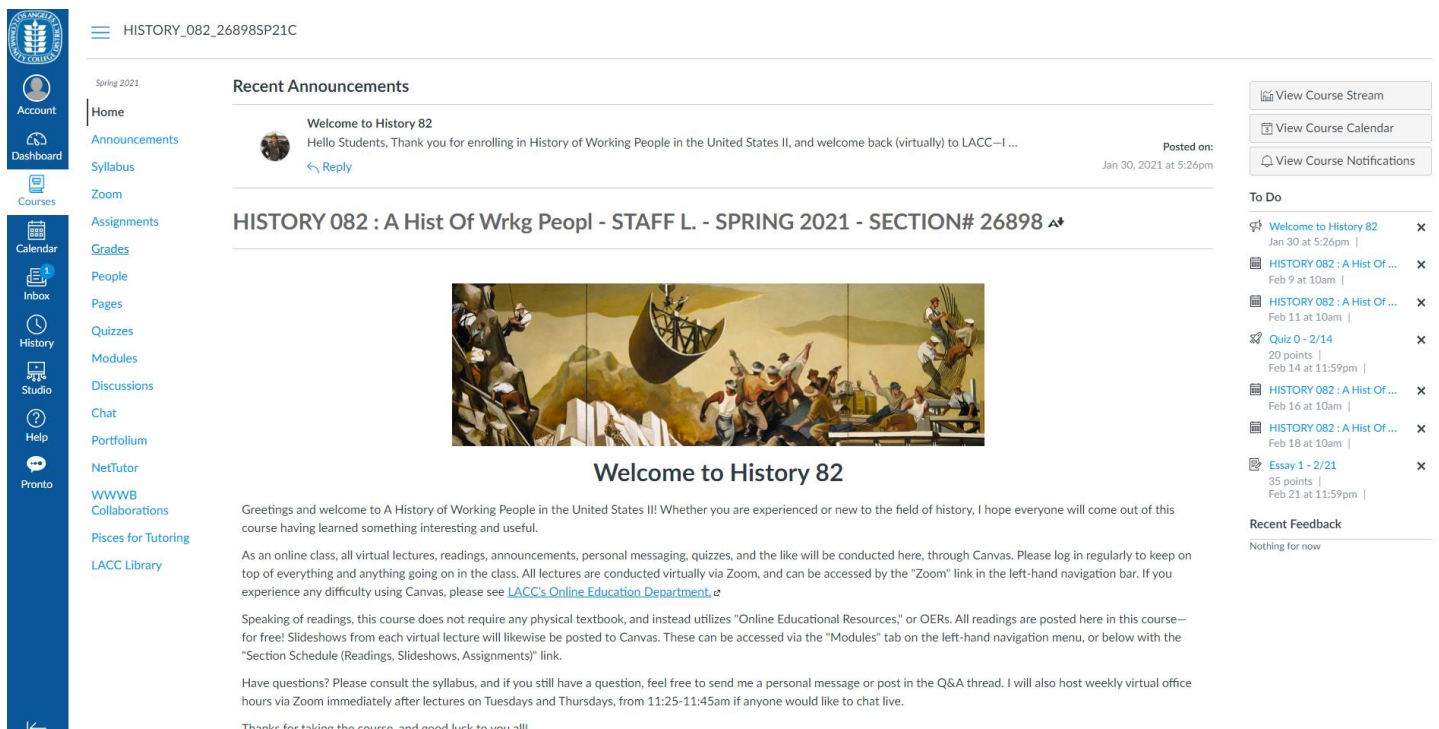
Step by Step – CANVAS

1. From your Student Portal, Click on "Canvas". A new tab will open up. Your **Dashboard** will show the courses you are enrolled for the current semester.

2. The front page of your class will show important information. Pay close attention to any **Announcements** made by your professor, and the **To Do List** on the right side of the screen.

3. The left tab of your class allows you to access other pages.

Spring 2021

Home

Announcements

Syllabus

Zoom

Assignments

Grades

People

Pages

Quizzes

Modules

Discussions

Chat

Portfolium

NetTutor

WWWB
Collaborations

Pisces for Tutoring

LACC Library

Important tabs to explore!

Announcements: Check this regularly. Your Professor may post any important information related to your class.

Syllabus: This will show you the program for your course. It will include the learning outcomes, dates, assignments, grading policy, and other important information about your class.

Zoom: If your class has scheduled Zoom meetings, you may join your class here.

Assignments & Quizzes Homework, projects, quizzes, discussions, and other assignments scheduled by your instructor.

Grades: Find your current grade for specific assignments, as well as your grade in your class.

Modules: Most instructors breakdown the course by topics or chapters. Make it a habit to check this tab and keep up to date with your class.