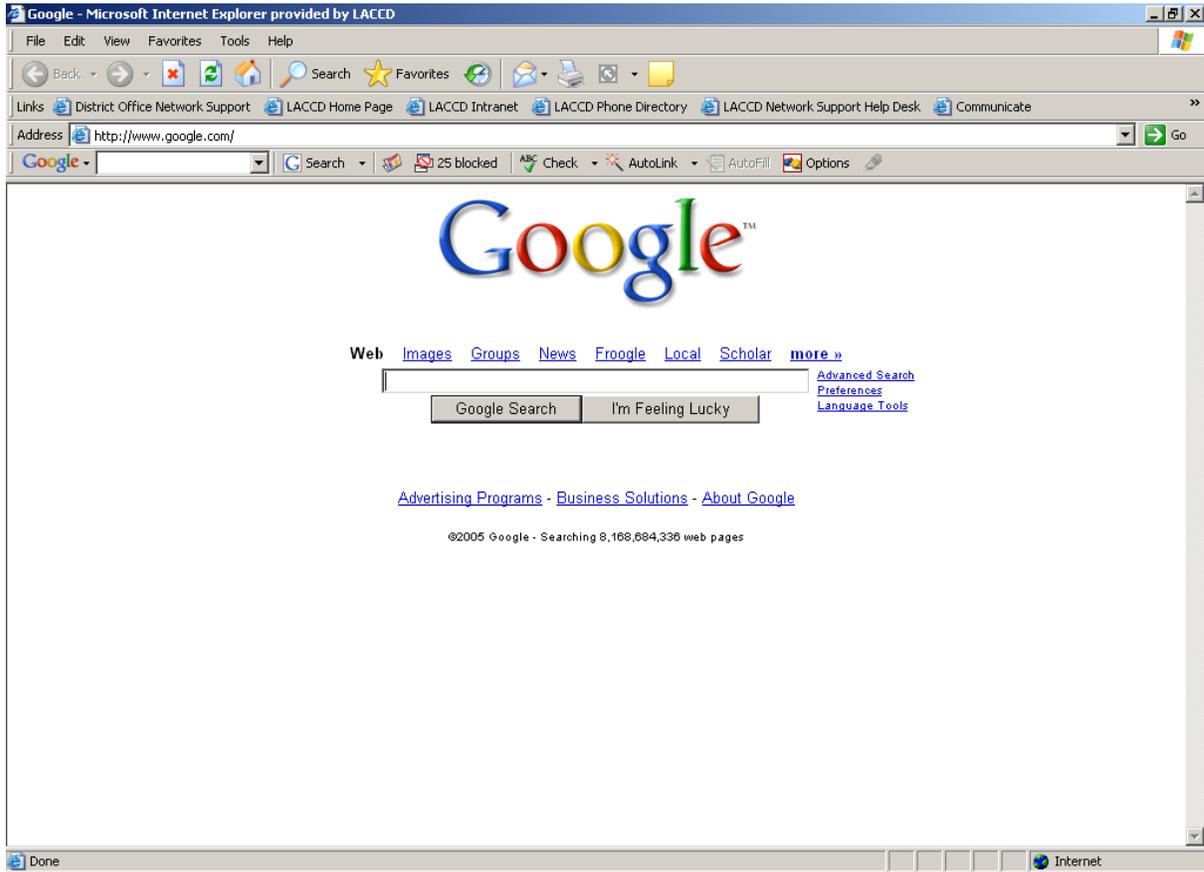


Accessing Portal

1. Start Internet Explorer



2. Enter the URL: <https://portal.laccd.edu/irj/portal>, click ENTER.

3. Login using the following:

User ID: Enter your User ID as follows.

The SAP user ID has been changed to a name based account which is based on a named account strategy using the local part of your email address such as "Smithj@email.laccd.edu". For example, the Local part of your email address: SmithJ is your SAP user ID.

Password: Your current SAP R/3 password

If this is the first time you are going to log-on to the Portal, you can use the initial password which is the combination of your 2 digit Birth Month + First Letter of Last Name + Last 4 digits of SSN. For example June is birth month, Smith is last name, 3467 is last 4 digits of SSN and your initial password will be 06S3467

OR

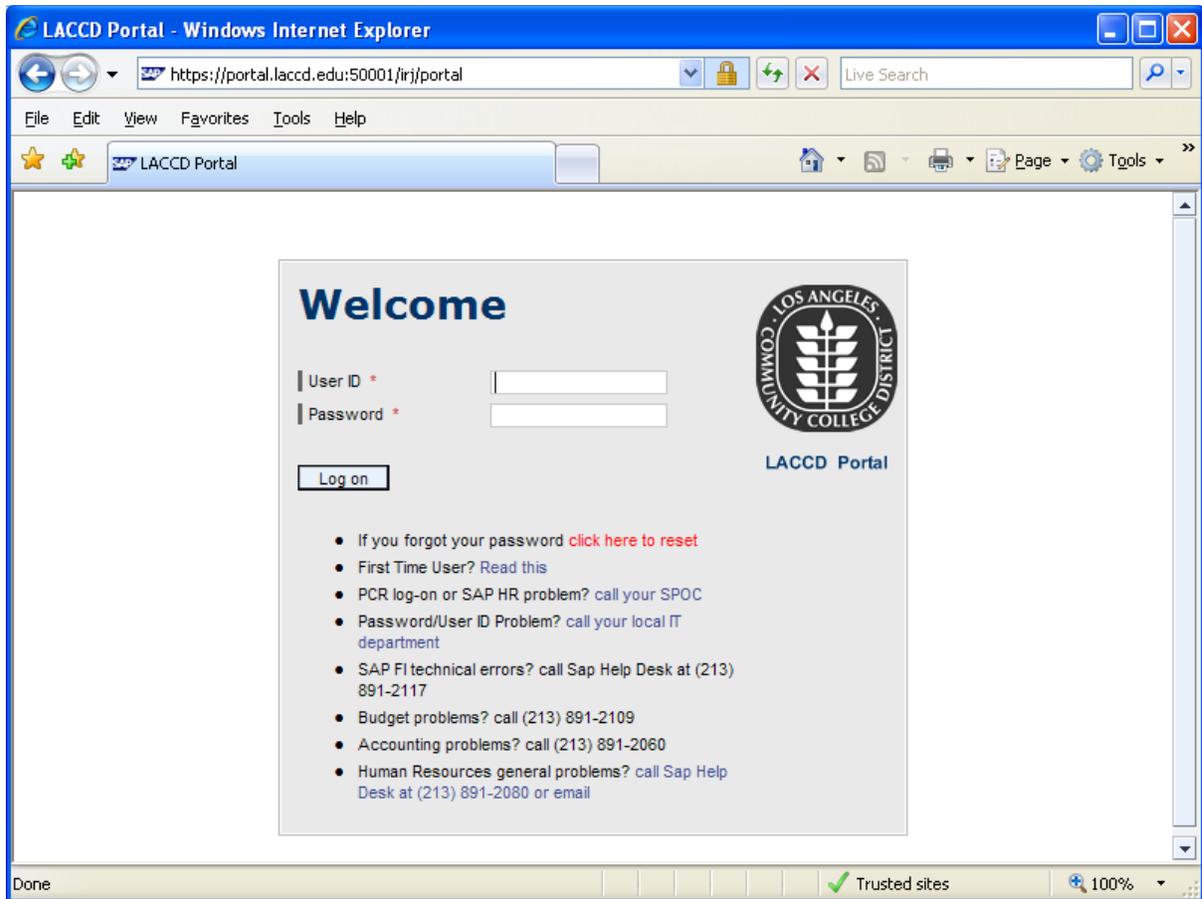
you will have to contact your location's LAN Administrator

<http://albacore.laccd.edu/hr/support.htm> and ask them to re-set your password to a temporary password.

Once you are given your temporary password, the first time you log-on you will be asked to change your password. In the change password screen your "old password" is whatever your LAN Administrator gave you. In the "new password" you now select a password that you can remember. It must be at least 6 characters long (numbers and letters or letters only) and can NOT exceed 8 digits. Then "confirm password" by re-typing your newly selected password.

NOTE: Every 90 days your Portal password will expire. The Portal will give you a message that your password has expired and you can follow the same process above to create a new password for another 90 days. "Old password" will be your newly expired password, then select a "new password" (not one that you have used in the last 5 times you created a password) and finally "confirm password" by typing it again.

4. Click Log On



The screenshot shows a Windows Internet Explorer browser window displaying the LACCD Portal login page. The address bar shows the URL <https://portal.laccd.edu:50001/irj/portal>. The page features a "Welcome" heading and a login form with fields for "User ID" and "Password", followed by a "Log on" button. To the right of the form is the LACCD logo, which is a circular emblem with a stylized leaf and the text "LOS ANGELES COMMUNITY COLLEGE DISTRICT" around the perimeter. Below the logo, the text "LACCD Portal" is displayed. A list of helpful links is provided, including options for password resets, first-time users, and technical support for SAP and accounting systems.

Welcome

User ID *

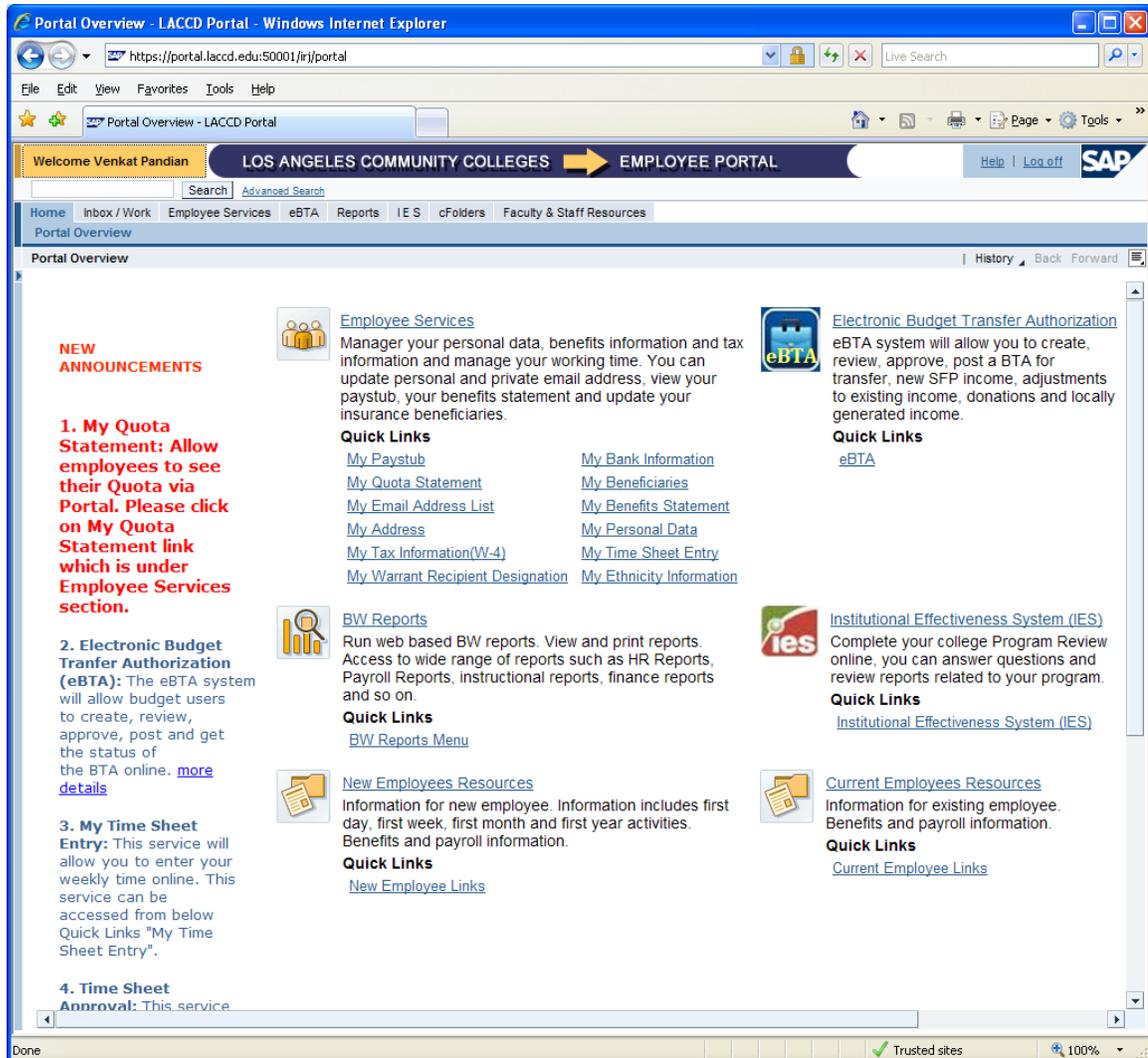
Password *

LACCD Portal

- If you forgot your password [click here to reset](#)
- First Time User? [Read this](#)
- PCR log-on or SAP HR problem? [call your SPOC](#)
- Password/User ID Problem? [call your local IT department](#)
- SAP FI technical errors? [call Sap Help Desk at \(213\) 891-2117](#)
- Budget problems? [call \(213\) 891-2109](#)
- Accounting problems? [call \(213\) 891-2060](#)
- Human Resources general problems? [call Sap Help Desk at \(213\) 891-2080 or email](#)

Done Trusted sites 100%

- 5) Upon successfully logging on, the following portal home page appears.



5. When you are done with Portal be sure to Log Off by clicking in the upper right hand corner:

