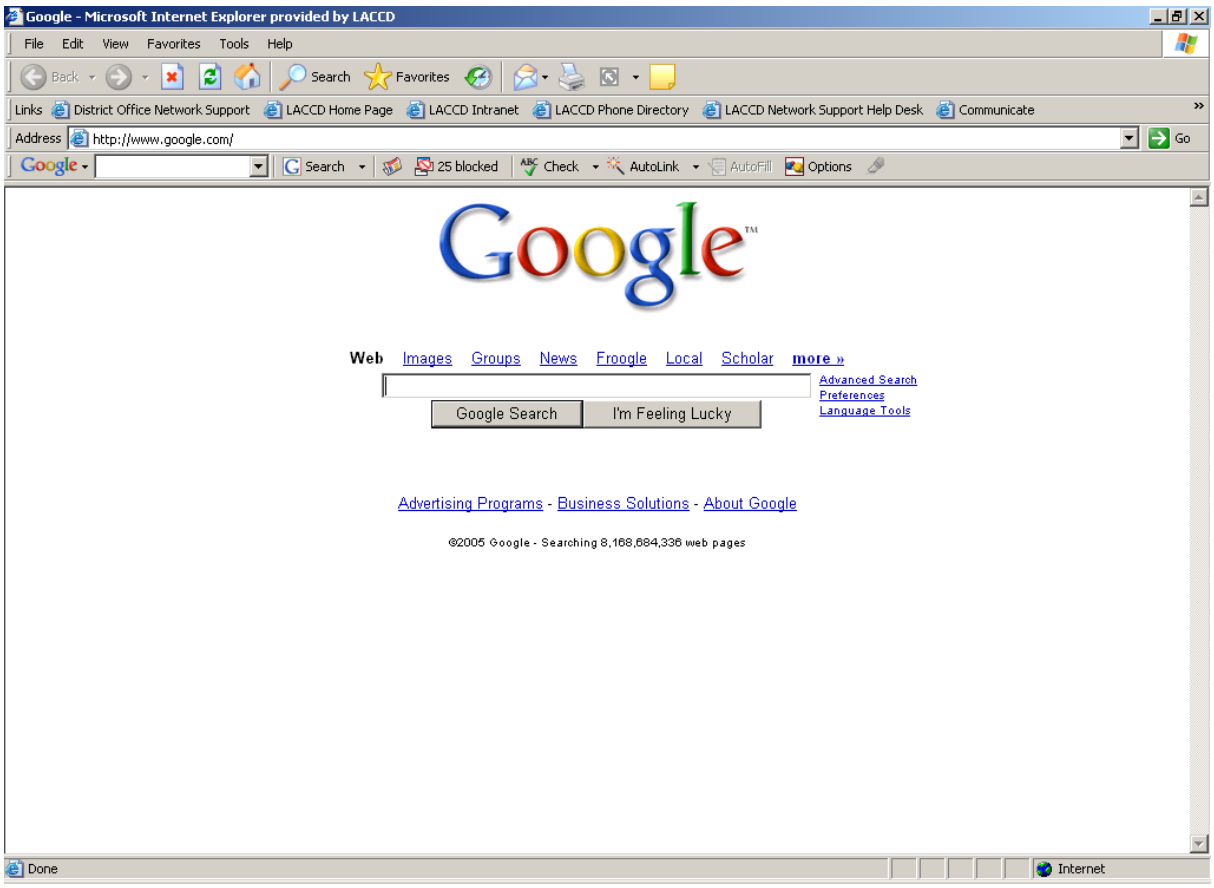
Accessing Portal

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

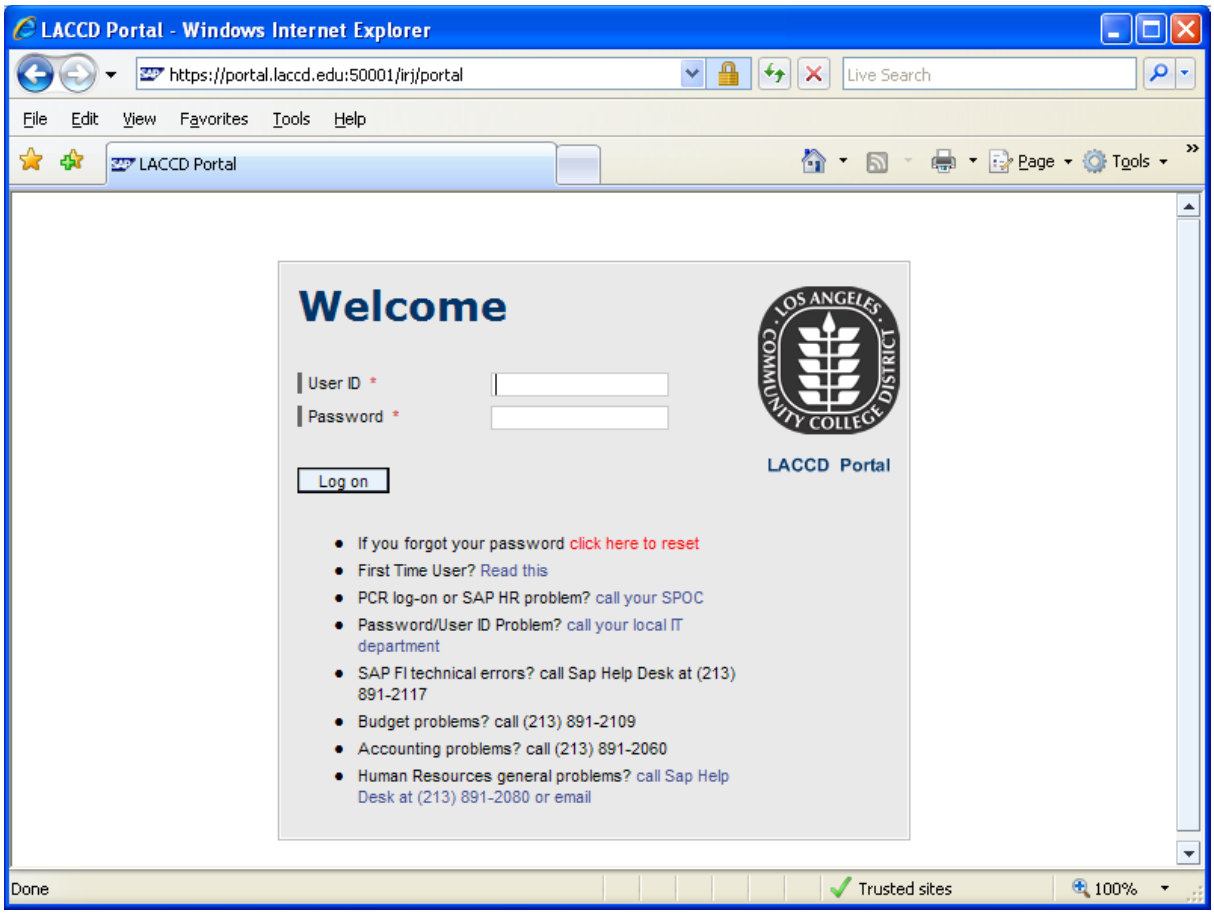
OR

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 your have used in the last 5 times you created a password) and finally "confirm password" by typing it again.

4. Click Log On



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: