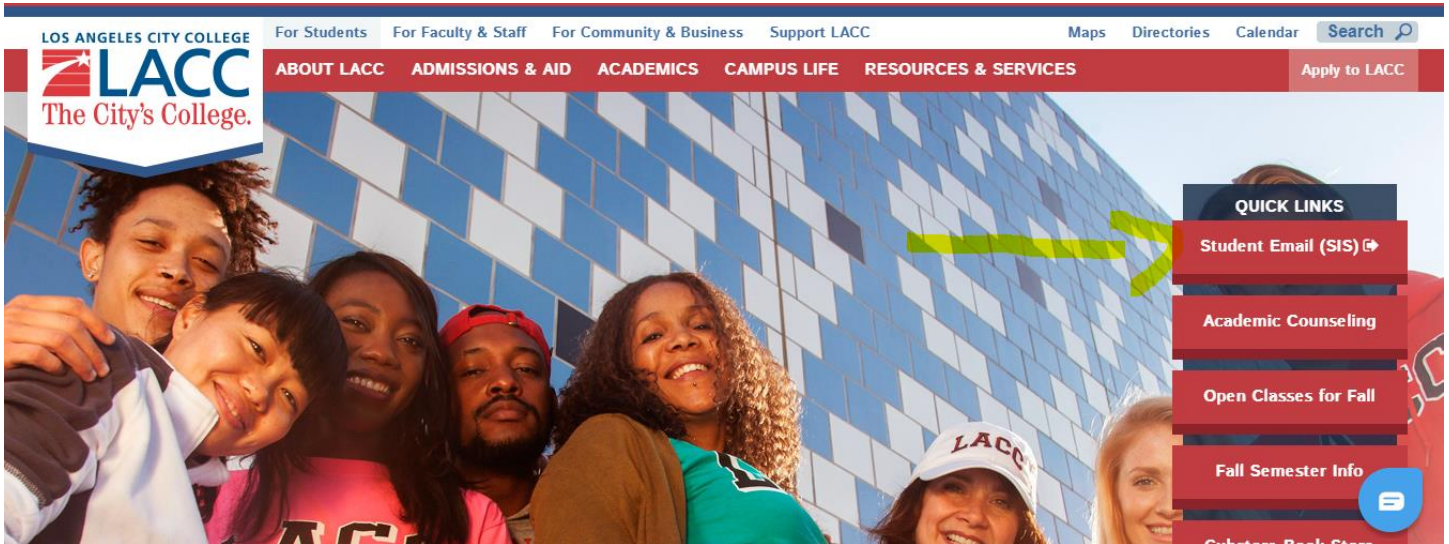


Step by Step – Student Portal

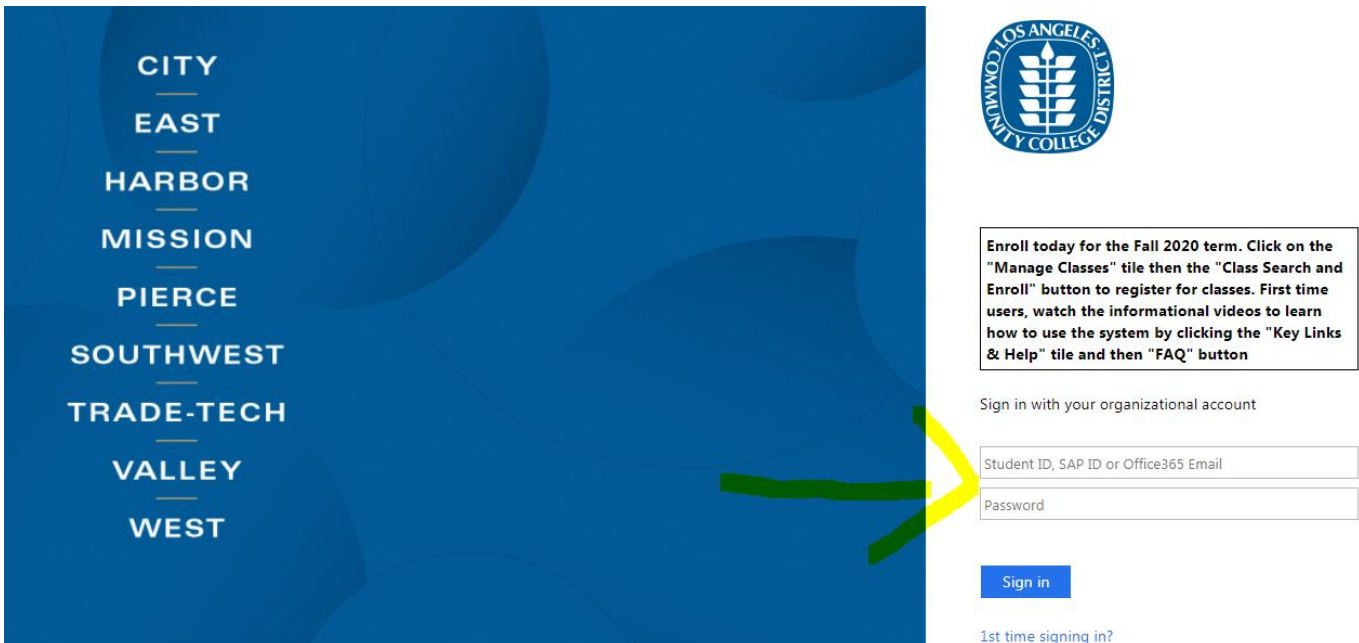
1. Visit www.lacitycollege.edu and click on “For Students”. Under “Quick Links” click on **Student email (SIS)**



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".

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



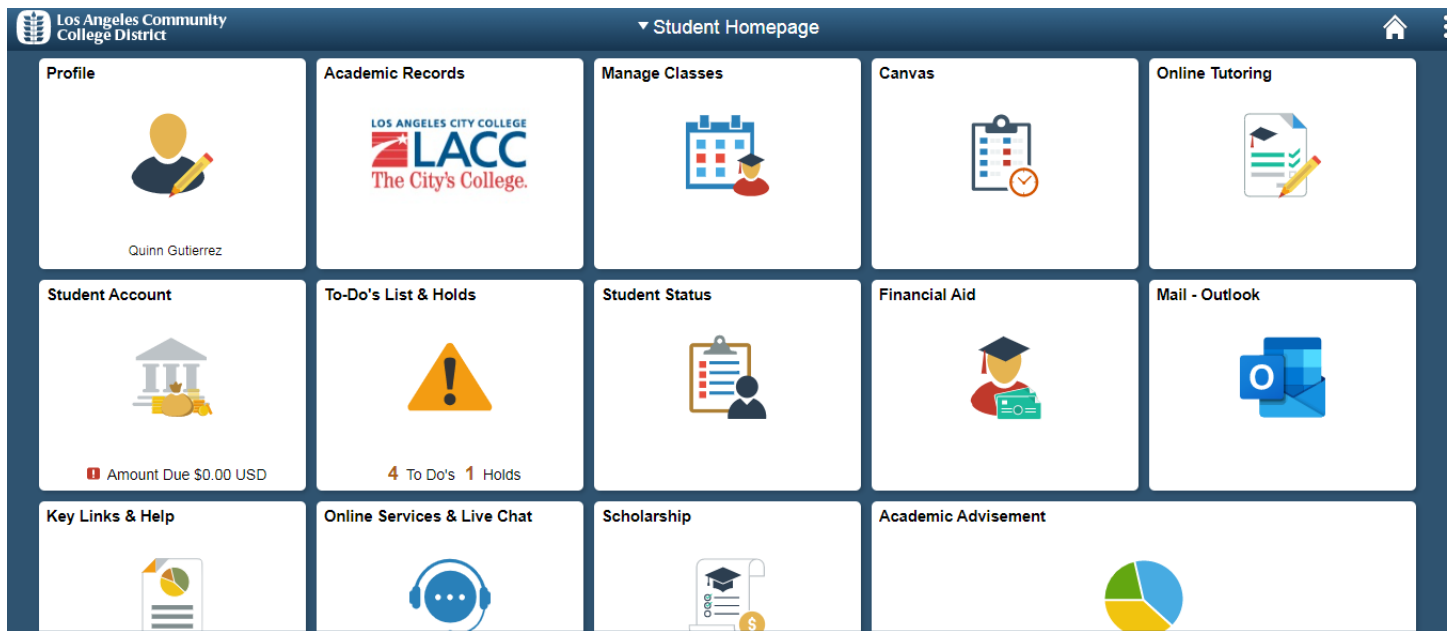
Update Password

Your password has been updated!

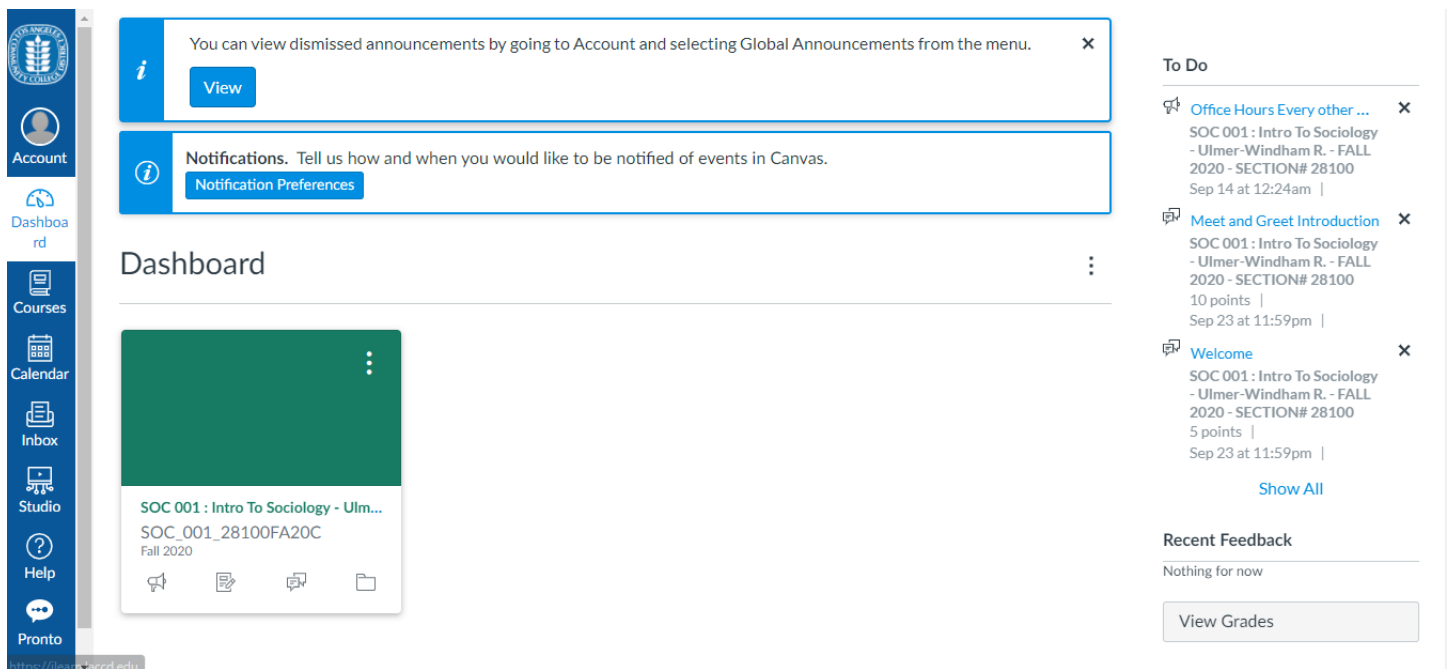
Please login with your new password.

[Click Here](#) to go back to the Sign-in page.

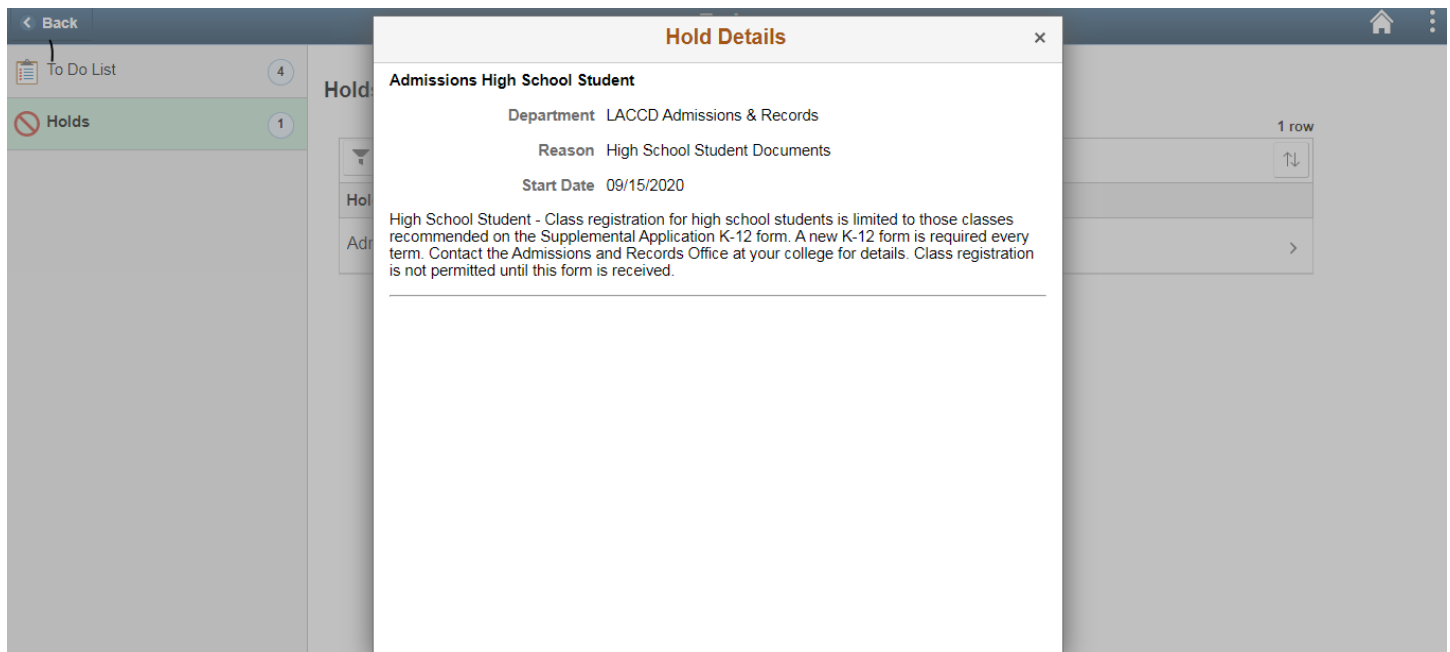
5. Your Student Portal screen will look like this. **Become familiar with the different tabs.** Two of the most important tabs are: **“Mail-Outlook”** – which will give you access to your LACC student email; and **“Canvas”** – to access your online courses. Remember: All communications from LACC, including 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”**.



- 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.



- 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.

View My Classes	By Class		By Date		
	<input checked="" type="checkbox"/> Show Enrolled Classes	<input type="checkbox"/> Show Waitlisted Classes	<input type="checkbox"/> Show Dropped Classes		
My Weekly Schedule	▼ SOC 001 Intro To Sociology				
Shopping Cart	Status	Units	Grading Basis	Grade	Academic Program
Class Search and Enroll	Enrolled	3.00	Graded		Credit
Drop Classes	Requirement Designation				
Swap Classes	Meets IGETC 4J CSU D0				
Browse Course Catalog	Class	Start/End Dates		Days and Times	Room
Enroll by My Requirements	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 >
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 >

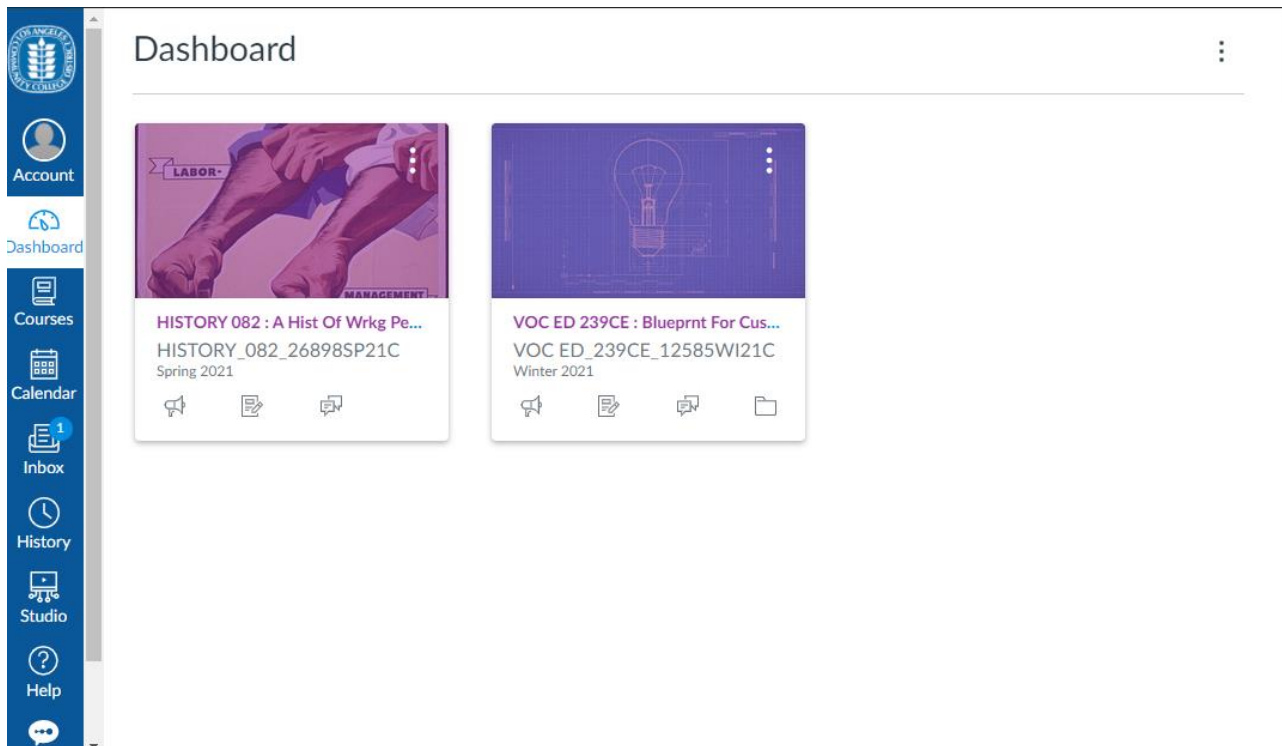
1 row

Class	Units	Grading	Grade	Grade Points
SOC 001	3.00	Graded		

Questions? Feel free to send us an email at DualEnrollment@lacitycollege.edu

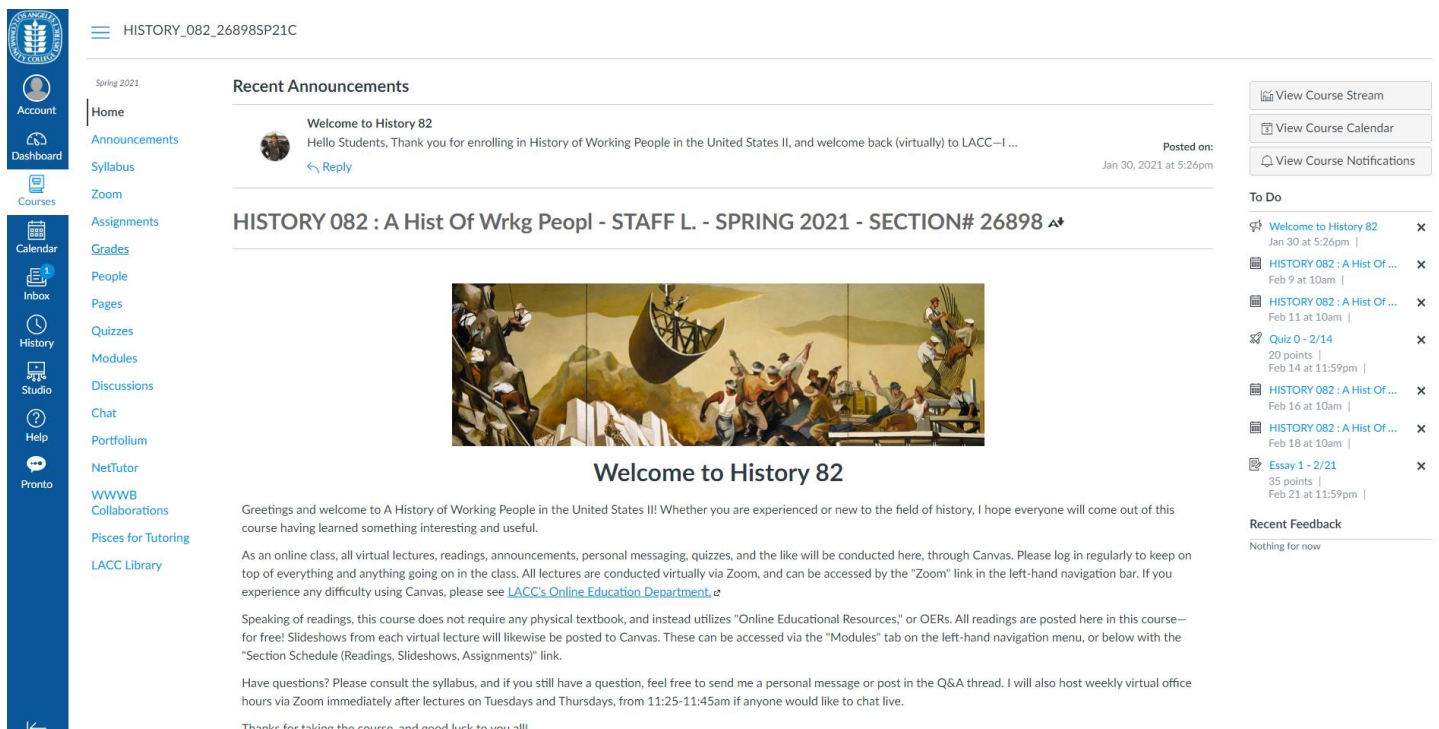
Step by Step – CANVAS

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.



The screenshot shows the Canvas Dashboard. On the left is a vertical navigation bar with icons for Account, Dashboard, Courses, Calendar, Inbox (with a notification badge), History, Studio, and Help. The main content area is titled "Dashboard" and features two course cards. The first card is for "HISTORY 082 : A Hist Of Wrkg Pe..." (HISTORY_082_26898SP21C) for Spring 2021, with a background image of hands. The second card is for "VOC ED 239CE : Blueprnt For Cus..." (VOC ED_239CE_12585WI21C) for Winter 2021, with a background image of a lightbulb. Each card has icons for announcements, documents, messages, and folders.

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.



The screenshot shows the front page of the Canvas course "HISTORY_082_26898SP21C" for Spring 2021. The left navigation bar is visible, showing options like Home, Announcements, Syllabus, Zoom, Assignments, Grades, People, Pages, Quizzes, Modules, Discussions, Chat, Portfolio, NetTutor, WWWB Collaborations, Pisces for Tutoring, and LACC Library. The main content area is titled "Recent Announcements" and features a welcome message from the instructor: "Welcome to History 82. Hello Students, Thank you for enrolling in History of Working People in the United States II, and welcome back (virtually) to LACC—I ...". Below the announcement is a "Reply" link and a "Posted on:" timestamp of "Jan 30, 2021 at 5:26pm". The course title "HISTORY 082 : A Hist Of Wrkg Peopl - STAFF L. - SPRING 2021 - SECTION# 26898" is displayed prominently. Below the title is a large image of a historical scene with a boat and people. The heading "Welcome to History 82" is centered below the image. The main text of the welcome message reads: "Greetings and welcome to A History of Working People in the United States III! Whether you are experienced or new to the field of history, I hope everyone will come out of this course having learned something interesting and useful. As an online class, all virtual lectures, readings, announcements, personal messaging, quizzes, and the like will be conducted here, through Canvas. Please log in regularly to keep on top of everything and anything going on in the class. All lectures are conducted virtually via Zoom, and can be accessed by the 'Zoom' link in the left-hand navigation bar. If you experience any difficulty using Canvas, please see [LACC's Online Education Department](#). Speaking of readings, this course does not require any physical textbook, and instead utilizes 'Online Educational Resources,' or OERs. All readings are posted here in this course—for free! Slideshows from each virtual lecture will likewise be posted to Canvas. These can be accessed via the 'Modules' tab on the left-hand navigation menu, or below with the 'Section Schedule (Readings, Slideshows, Assignments)' link. Have questions? Please consult the syllabus, and if you still have a question, feel free to send me a personal message or post in the Q&A thread. I will also host weekly virtual office hours via Zoom immediately after lectures on Tuesdays and Thursdays, from 11:25-11:45am if anyone would like to chat live. Thanks for taking the course, and good luck to you all!" On the right side of the page, there are buttons for "View Course Stream", "View Course Calendar", and "View Course Notifications". Below these is a "To Do" list with items like "Welcome to History 82", "HISTORY 082 : A Hist Of ...", "Quiz 0 - 2/14", and "Essay 1 - 2/21". A "Recent Feedback" section at the bottom right shows "Nothing for now".

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

Portfolio

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.