LACCD FOURTEEN CHARACTER PASSWORD CHANGE

1. Log into your LACCD email account by visiting https://mymail.laccd.edu. Or click on Email from the Los Angeles Pierce College main webpage at piercecollege.edu.
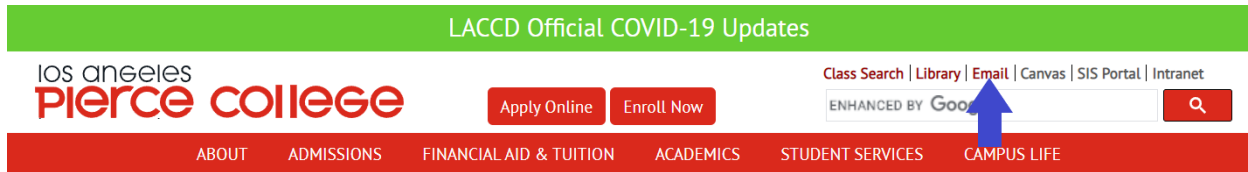
2. Enter your student ID number and password to sign in.

3. A window might pop up asking you to provide additional information to set up or confirm Microsoft Self Service Password Reset. Please write down your @student.laccd.edu email address listed in the message. You will be required to use your @student.laccd.edu email address to reset your password in the future. Select "Next."
If you do not see this window, skip to step #7.
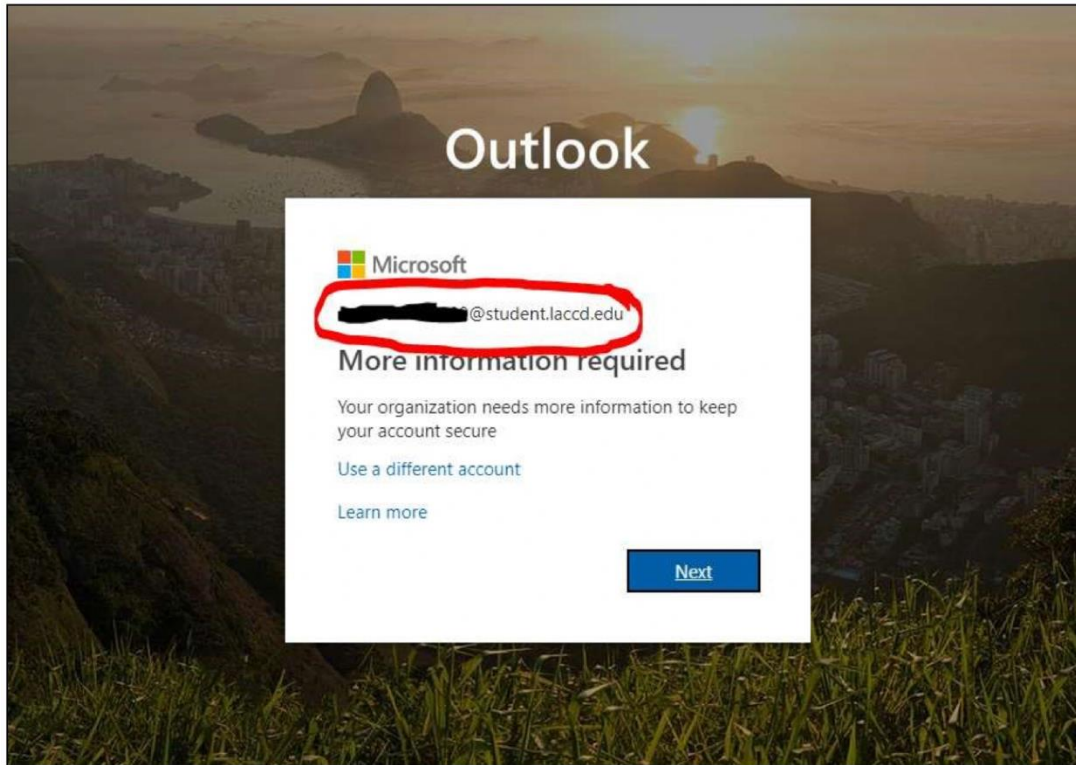
4. Select the "Set it up now" link next to either or both of the authentication methods listed.
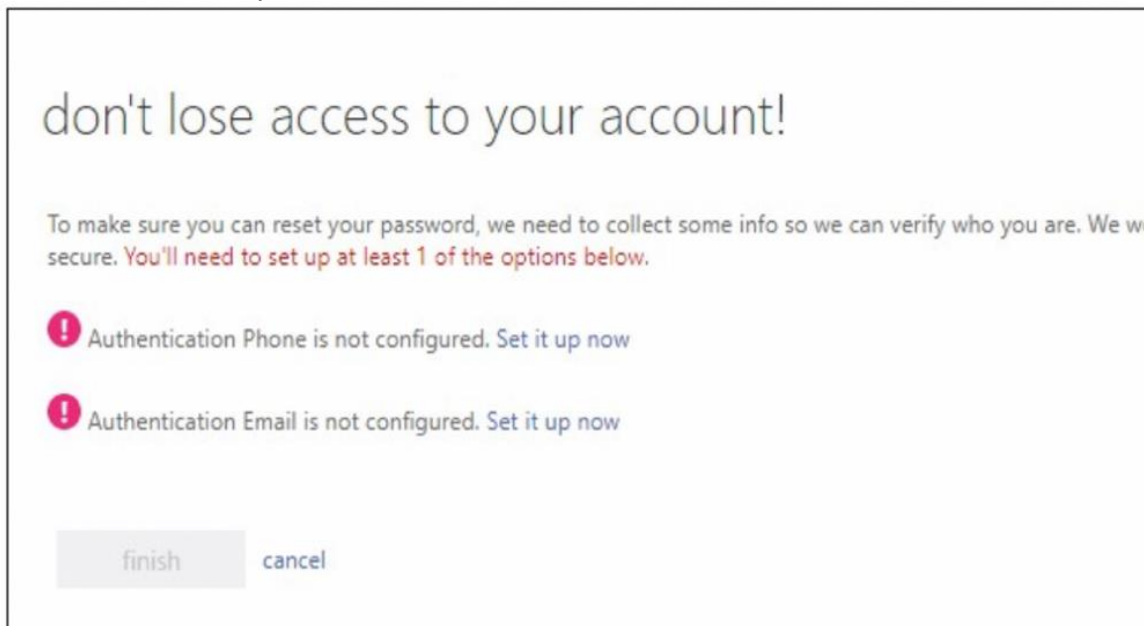
a) Authentication via phone will require a cell phone with text messaging capabilities, if "Text Me" is selected. Otherwise "Call me" can be utilized.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region ▼

Enter your authentication phone number

text me   call me

back

b) A secondary Authentication email (i.e. Yahoo, Gmail, Google) can also be set up to email your authentication codes.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.
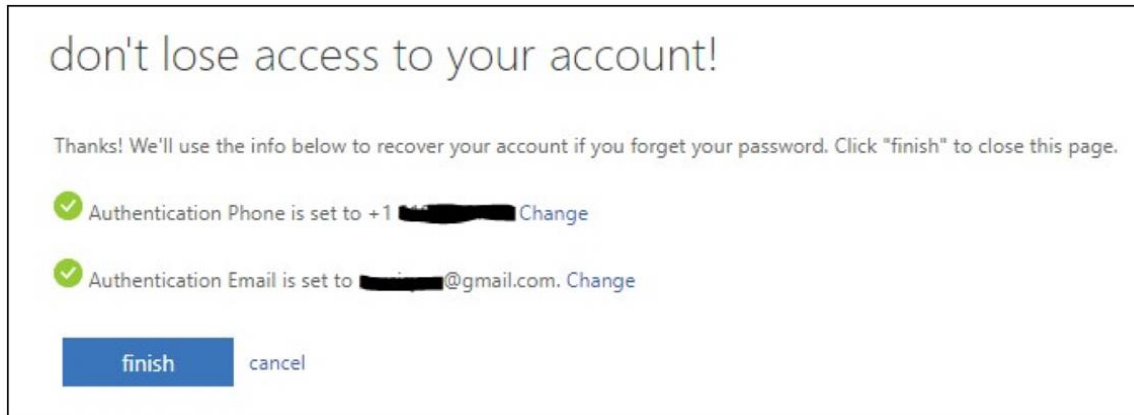
Authentication Email

Enter your authentication email address

email me

back

5. Type in the code number sent to your phone or email. Once registration of a phone and/or email is completed, you may select "Finish."

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✅ Authentication Phone is set to +1 ████████ Change

✅ Authentication Email is set to ████████@gmail.com. Change
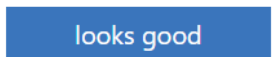
finish   cancel

6. If it is showing that you have already set it up to your cell phone number and/or email address your cell phone number/email is still current/correct, click on LOOKS GOOD button.

Don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

⚠ Authentication Phone is set to +1 818 765 4321. Verify

⚠ Authentication Email is set to myemail@hotmail.com. Verify
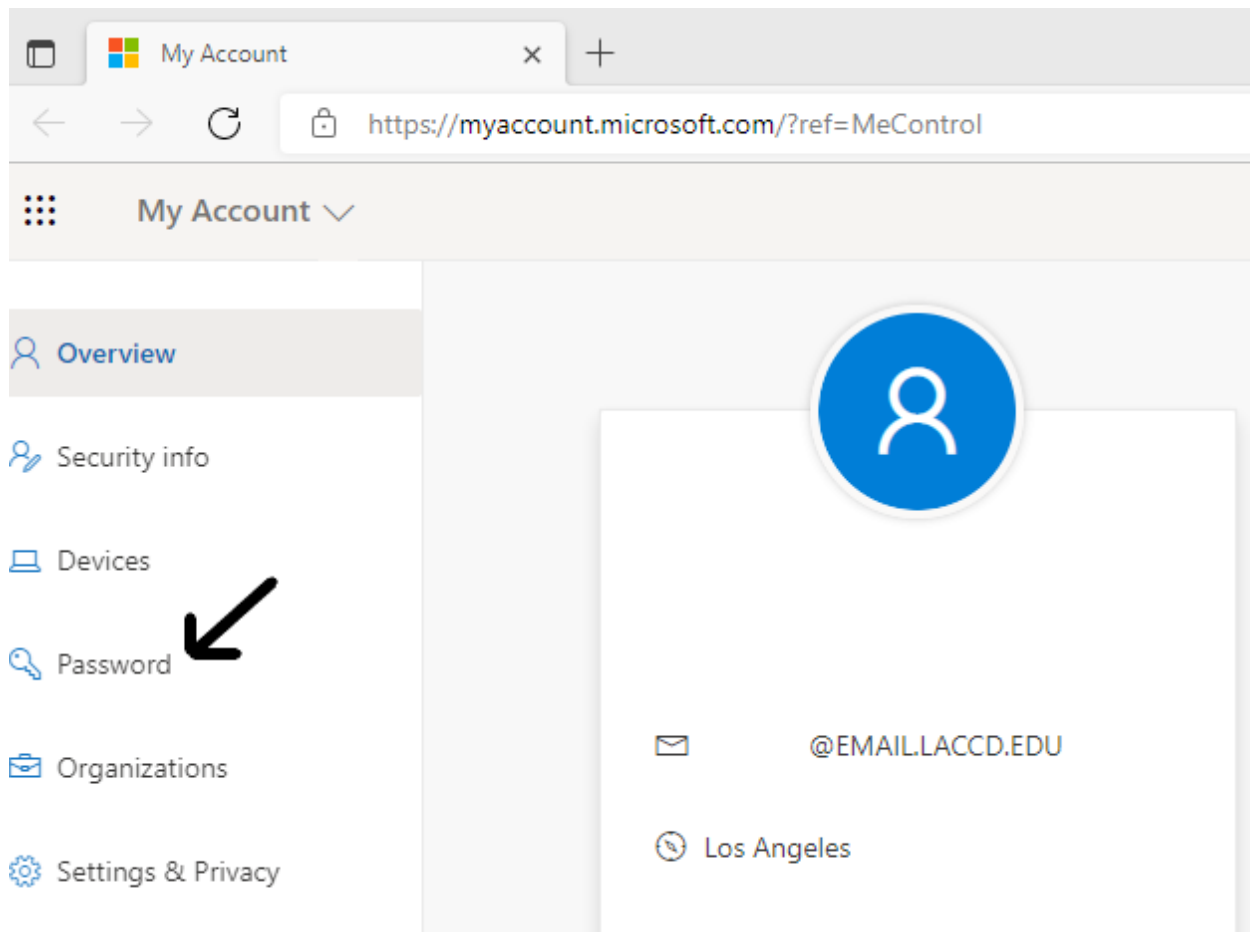
looks good   cancel

7. Click on Yes to stay signed in. Make sure to choose your student email address (will have @student.laccd.edu) if you have your own personal Microsoft email account.
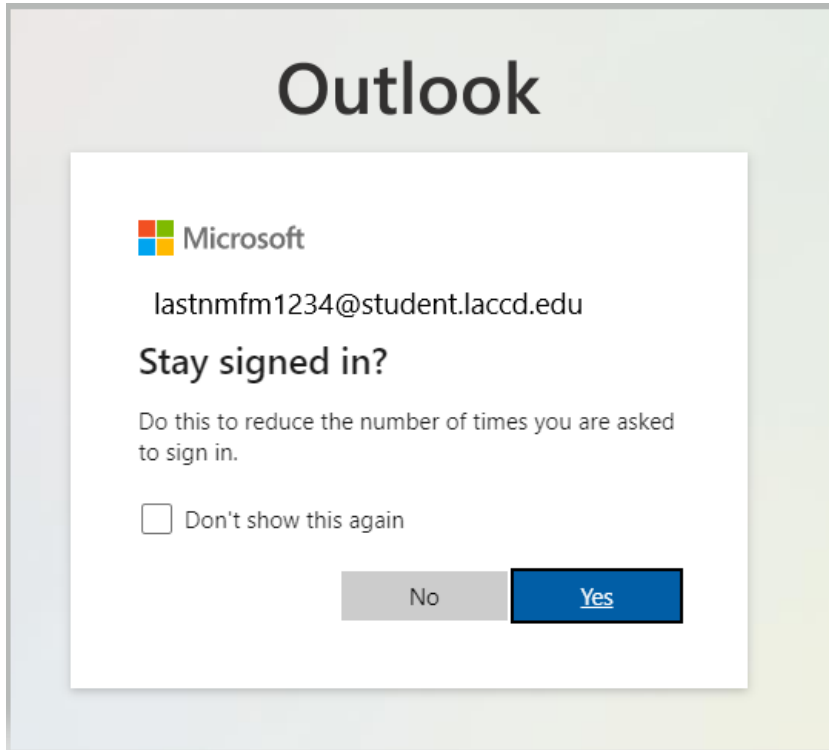
8. In the top right corner, click the circle with your initials in it. Then click "View Account".
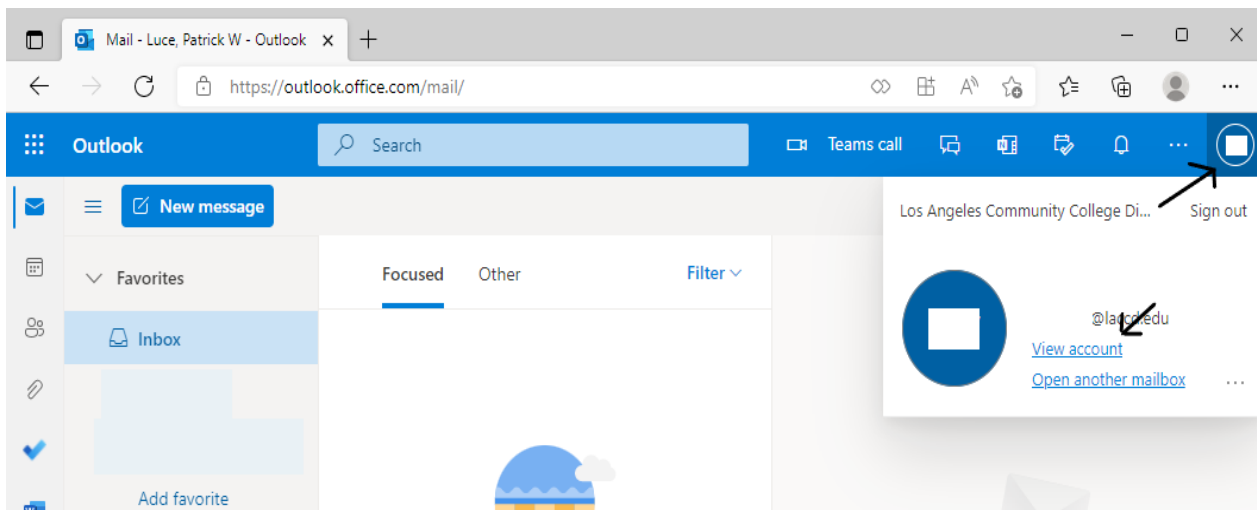
9. On the menu on the left side of the page, click "Password."

10. All Los Angeles Community College District email users are required to create and use "strong" passwords that must be a minimum of fourteen characters long, and contain at least one capital letter, lower case letter, and number or special character (such as #, $, %). In the future, LACCD email passwords must be changed annually. Enter your old password and new password at the prompts, then click "Submit."
Your password is now changed.