Accessing LACCD Portal from internet

1. Open your browser. Example Internet explorer or Firefox.

2. Enter the URL: [https://iportal.laccd.edu/irj](https://iportal.laccd.edu/irj)
   Now you will LACCD Portal Logon Page.

3. Logon using the following:

   Enter your 9-digit User ID as follows:
   - a. If your employee number is 6 digits long, then your User ID is P00 (two zeros) + your employee number, or
   - b. If your employee number is 7 digits long, then your User ID is P0 (one zero) + your employee number.

   Password: your current SAP password

   If this is the first time you are going to log-on to the Portal, you will have to contact your location’s LAN Administrator or send email at DO-SAP-Authorizations@email.laccd.edu 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 60 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 60 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. Upon successfully logging on, the following portal home page appears.