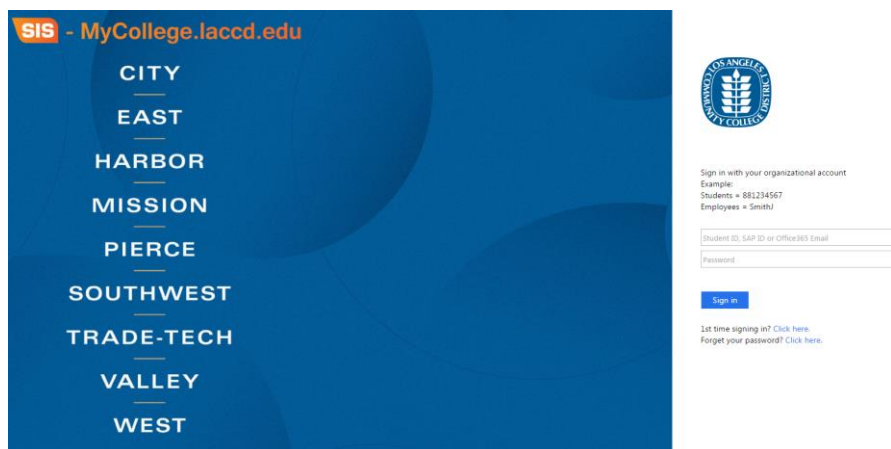# How to Login to Pierce Employee's Wi-Fi and

First time reset of the SIS MyCollege Portal password

The Pierce College Wi-Fi access is based on the SIS Portal (not SAP Portal)

You should make sure you can sign in at the SIS MyCollege portal login screen (as seen below) by clicking on this hyperlink or typing it into your browser:

http://mycollege.laccd.edu

Even if you've logged into this portal before (for Faculty online Office 365 email) the District is now requiring more secure passwords. So if you haven't already done so, follow these instructions.

If you'd also like to see the next few steps on YouTube, see here:

https://www.youtube.com/watch?v=VE79jlBkmic&t=123s

Now you can enter your userID and the new password that has been reset by the District.
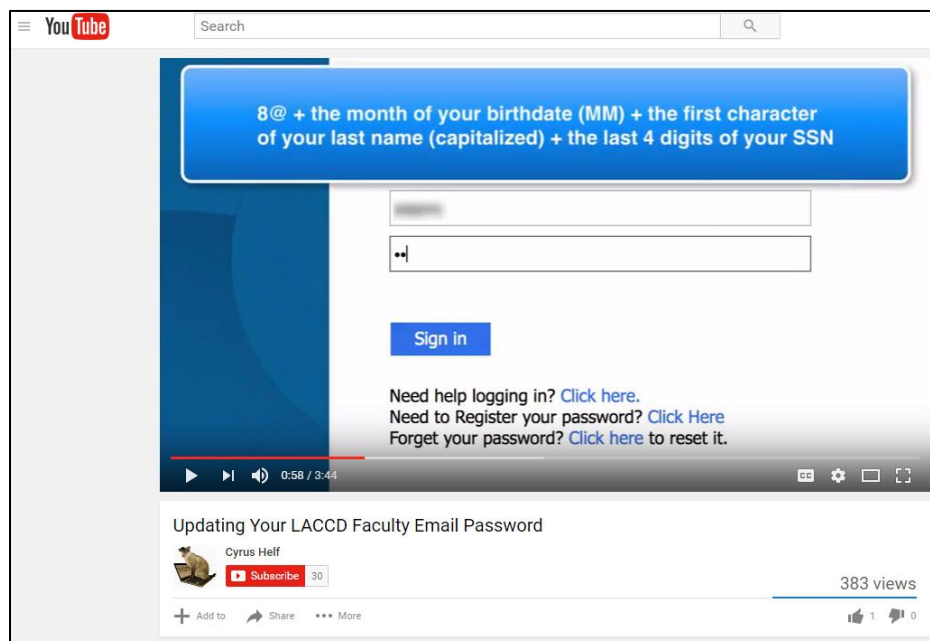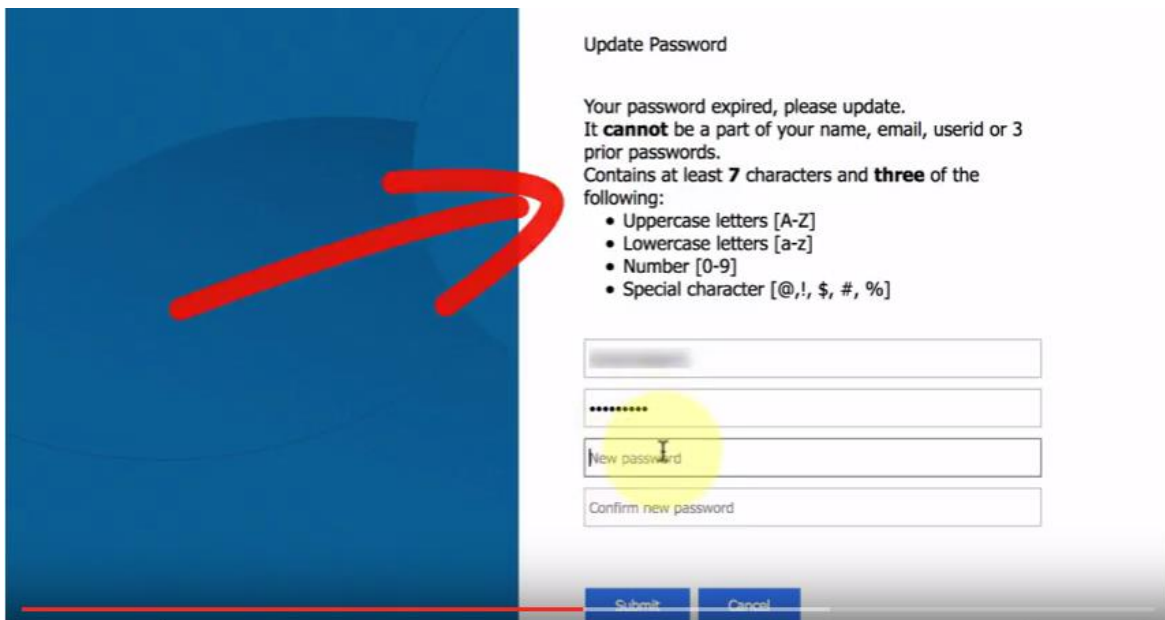
Enter the required Employee default login password, which will consist of:

8@ + the month of your birthdate (MM) + the first character of your last name (capitalized) + the last 4 digits of your SSN

For example, Joe E Smith, who was born on August 9th, and has SSN xxx-xx-1234, his default password would be: **8@08S1234** and his username would be **smithje** **(probably the same userID as your ID to logon to the Pierce network, but NOT the same password)**.

For more detailed info on the employee/student password resets, click here:

https://www.laccd.edu/Students/Documents/Student%20FAQ/how-to-login-portal.pdf

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Once you have successfully logged in http://mycollege.laccd.edu you will then be prompted by the update screen to re-enter your 'original' password (8@08S1234 for example) and then enter a new complex password twice.

New password must contain at least seven alphanumeric characters and **three** of the following:

- UPPERCASE letters (A-Z)
- Lowercase letters (a-z)
- Number (0-9)
- Special character (such as: !,@,#,$)

Additionally, you may not use your prior three passwords as your new password.

Once you've reset to an original password, you will be prompted to enter 5 security questions, as seen below.

Be careful when completing the questions NOT to click Cancel. If you click Cancel during the password registration, your email account could be locked up.
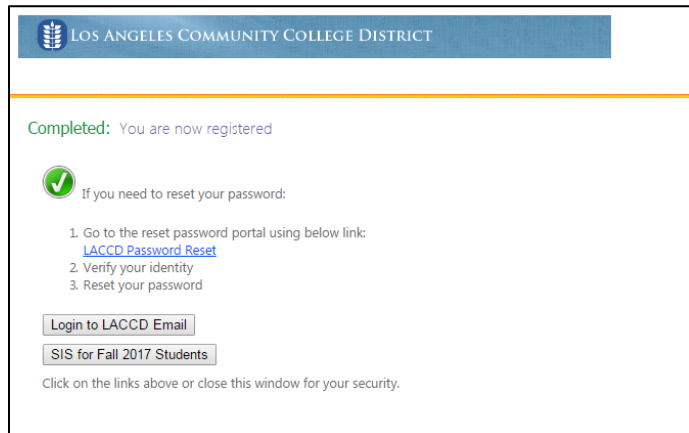
You will then see the following screen confirming the password reset and you are now set to login to the campus employee Wi-Fi.

Accessing Pierce Employee Wi-Fi on your phone

Now you can access the Wi-Fi settings and select Pierce-Wi-Fi-Employees. You should then receive a prompt on your smartphone to login. If you're an Android phone user and don't get prompted, you may have to follow these extra steps at the end of this tutorial to disable mobile/cellular data temporarily*

Also if you're trying to connect to the Wi-Fi from a laptop or a tablet, you may not get prompted at all to login when you first connect. In that case open a browser (like IE, Chrome or Firefox) and click to proceed past the security warnings until you get to the login screen.

On the smartphone you may see a warning message "that this connection is not private." If this occurs you can elect to click "OK" by tapping on the 'Advanced' button, then 'CONTINUE ANYWAY VIA BROWSER' and then 'PROCEED TO WFILOGINEMPLOYEE_PIERCECOLLEGE.EDU
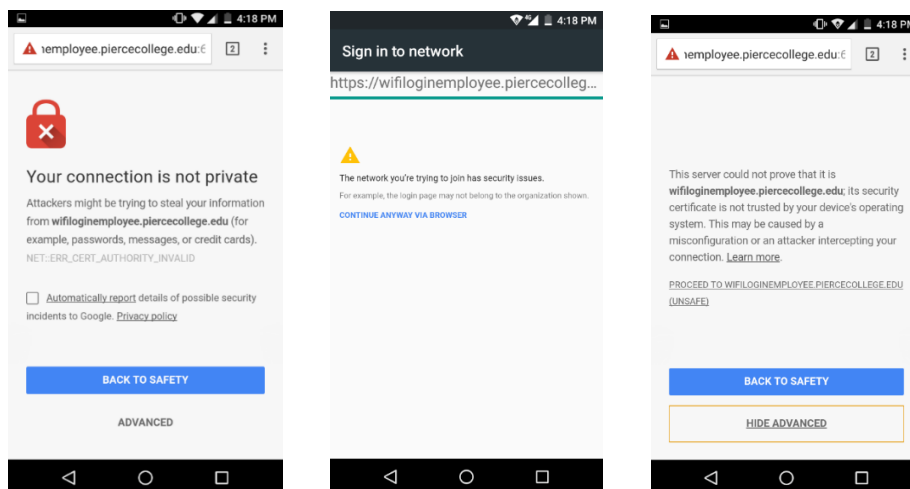
You will then be brought to the actual and factual screen where you can login with the SIS MyCollege portal username and password as mentioned in the first few steps.
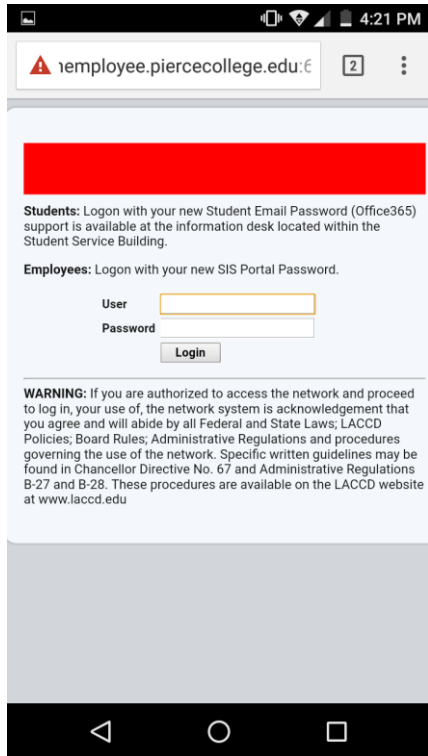
Once logged in, you should now be able to open up a web browser (Chrome, Firefox, Safari) with campus Wi-Fi access.

Having problems still? Did you reset your SIS portal password? Make sure you can login at the portal before you try the Wi-Fi login. See first few instructions above.

*Note: Some Android phone users may have to turn off their mobile cellular data to receive the Wi-Fi prompt to login, such as shown on the screen below:

For Android phone users, you should now be able to turn cellular data back on again once you're signed in, if you had to turn it off to get to the Wi-Fi prompt.