How to add a private email address to receive the electronic pay stub?

Work and private email addresses, if preferred, may be used to send you your electronic paystubs. If you don’t have access to your work email account or if you would like to receive your paystub to your private email address, you can add or change your private email address any time through LACCD ESS.

To Login to Portal Go To: https://portal.laccd.edu/irj/portal (only accessible using a campus computer on the administrative network)

1. 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 (example p00123456), or
   b. If your employee number is 7 digits long, then your User ID is P0 (one zero) + your employee number (example p01234567).

2. Enter your portal password as follows:
   For first-time users, enter 7-digits as below
   a. Your 2-digit birth month (e.g., June = 06)
   b. The first letter of your last name
   c. The last 4 digits of your social security number
   d. Change your password
      i. Old Password: Enter same 7-digit password as above
      ii. New Password: Enter a completely different password (6 to 8 characters only – alpha or numeric, lowercase)
      iii. Confirm Password: Enter the new password again

If the above configuration doesn’t work please contact campus IT at ext, 7007.