STUDENT LOGIN INSTRUCTIONS
Username & Password

Your **username** is your <u>first initial of your first name</u>, <u>last name</u>, and the <u>last four numbers of your</u> LCU student ID.

Your **password** is the <u>uppercase first letter of your first name</u>, the <u>lowercase first letter of your last name</u>, <u>dollar sign</u> (<mark>$</mark>), and the <u>last four numbers of your social security number</u> followed by an exclamation point (<mark>!</mark>).

Example: *John Doe   LCU ID #: 000999<mark>1234</mark>   Social Security #: 123-45-<mark>6789</mark>*

Username: jdoe1234
Password: Jd$6789!

Microsoft Office and Authentication
1. On a smart device, download <u>Microsoft Authenticator App</u> (blue with a padlock and looks like person inside the lock)
2. Go to www.office.com and sign in using LCU email and password. **Must have smart device with you to Authenticate**

E-mail
LCU email accounts can be accessed by visiting www.office.com or my.lcu.edu

You may **login** by typing: your **LCU email address** and **password,** which will be in the <u>same format</u> as your password for Moodle, Student Portal, etc.

Email address: jdoe1234@lcu.edu
Password: Jd$6789!

Student Portal
Student Portal can be accessed through my.lcu.edu

You may **login** by typing: your **LCU username** and **password,** which will be in the <u>same format</u> as your password for Moodle, Student Portal, etc.

Username: jdoe1234
Password: Jd$6789!

You can use Student Portal to register for classes, access your financial aid information, view grades, obtain an unofficial transcript, and to see your class schedules.

Moodle
Moodle can be accessed through moodle.lcu.edu or my.lcu.edu

You may **login** by typing: your **LCU Username** and **password,** which will be in the <u>same format</u> as your password for Moodle, Student Portal, etc.

Username: jdoe1234
Password: Jd$6789!
Email address: jdoe1234@lcu.edu

You can use Moodle to view your online classes. Instructors will also often use Moodle in your regular classes to post additional materials, such as syllabi, assignments, and discussion forums.

Call the Chapdesk for ALL Technology, Login, and Password Needs:
806-720-7100
Chapdesk @lcu.edu

Printing

Each semester, you will have $25 on your account for printing/copying on campus printers. Printing and copying raters per page are 4¢ for black and white or 75¢ for color. If you need more print money, contact the Business Office.

To access your account for making copies, log into the keypads on the printers using your LCU username and password. Personal wireless printers DO NOT work with LCU's network.

Wireless

Select LCUStudent and it will take you to a registration page. Log in with your LCU Student email username and password. Include a description of the device (i.e. phone, tablet, console etc.)

NO Wi-Fi printing is allowed on campus. If you need to print, there are printers available to you. You will be given a sheet in orientation that will explain this.

NO wireless routers or access points are allowed on LCU's network. No exceptions are allowed.

You will be given a packet at orientation that will explain a lot of things in detail. But on the back of this sheet is a quick reference to things.