FACULTY LOGIN INSTRUCTIONS

Username & Password

Your **username** is <u>your first name</u>, <u>period (.)</u>, <u>last name</u>

Your **default 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>, and the <u>last four numbers of your social security number</u> followed by an exclamation point (==!==).

Example: John Doe   Social Security #: 123-45-==6789==

Username: john.doe
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**
*Passwords must be changed within 90 days. Go to Profile at www.office.com to change password.

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, Faculty Portal, etc.

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

Faculty Portal   **All Faculty have access to Faculty Portal*

Faculty Portal can be accessed through my.lcu.edu

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

Username: john.doe@lcunet.lcu.edu
Password: Jd$6789!

You can use **Faculty Portal** for taking <u>Attendance</u>, viewing <u>course roster</u>, and entering <u>Final Grades</u>

Moodle

Moodle can be accessed through moodle.lcu.edu or my.lcu.edu under Academics dropdown

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

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

You can use Moodle as a gradebook, a repository for documents, such as syllabus and contact information, exams, assignments, create course videos and forums, and to contact students

CampusNexus (CNS)
*Faculty who have Student Advising Duties have access to Nexus. Refer special access request to Dept Chairs

CampusNexus may be accessed through nexus.lcu.edu

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

Username: john.doe@lcunet.lcu.edu
Password: Jd$6789!

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