



# Lake Superior College Student Technology Information Guide

## New Student Login Instructions Lookup your LSCnet account.

Go to [www.lsc.edu](http://www.lsc.edu) and click on Student Portal>Lookup Your LSCnet Account. Enter your Student ID and e-Services password.

## What if I don't know or remember my Student ID or e-Services Password?

You may look up your Student ID or reset your e-Services password by going to [www.lsc.edu](http://www.lsc.edu) and clicking on Student Portal>LSC e-Services>Forgot ID? Or Forgot Password?

## Login to your email account.

Go to [www.lsc.edu](http://www.lsc.edu) and click on Student Portal> LSC Email. Enter your LSCnet username & password.

**For help, call the TSC at (218) 733-1016 or 1-800-432-2884 ext. 1016.**

## Lake Superior College Student Accounts

### 1. e-Services Account—Records and Registration

**Login:** *Student ID and Password*

**Used for:** add/drop/withdraw courses, grades  
For assistance on using e-Services, contact Student Services:

Phone: 218-733-7601 Email: [PAT@lsc.edu](mailto:PAT@lsc.edu)

Location: S Building—1st Floor

### 2. LSCnet—Email, e-Campus, e-Storage, and Computer access

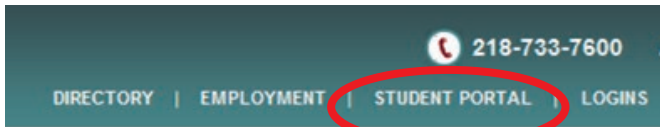
**Login:** *LSCnet Username & Password*

**Used for:** used for email, e-Campus (online classes), e-Storage, and computer access

For login assistance, contact the **Technology Support Center**

## How to Login to Your LSC Accounts

1. [www.lsc.edu](http://www.lsc.edu)>Student Portal



2. Choose Account—Enter Username & Password  
Email—LSCnet  
Connect E-Campus—LSCnet  
e-Services—Student ID & Password  
e-Storage—lsc\LSCnet

## Password Management

### Why Use the Password Management?

- Create Your Profile & Reset Password Features
  - Answer 3 quick security questions to create your profile
  - If you forget your password, you can reset it by answering the 3 security questions
- Change my Password
  - It is good practice to change initial passwords
  - Your password will expire every 120 days

### How Do I Reset My Password?

- **You must have already created your profile.**
- Click on [Reset Password](#)
- Enter in *your LSCnet username*
- Answer the *3 security questions*
- Enter in a new *Password* and *Confirm*. Remember to write down your password.
- Click [Reset Password](#)

### How Do I Change My Password?

- Click [Change Your Password](#)
- Login with *your LSCnet Account*
- Click [Logon](#)
- Enter in a new *Password* and *Confirm*. Remember to write down your password.
- Click [Change Password](#)

# Where to go for Help

## TECHNOLOGY SUPPORT CENTER

Connect e-Campus  
Login Assistance:  
e-Services & LSCnet Account  
(Email, Student Portal)  
Software Assistance:  
Word, Photoshop, Access,  
Excel, PowerPoint, and more...  
Blog, eFolio  
Data Recovery  
Scanning

Location: E1001  
Phone: 733-1016  
Email: [connect@lsc.edu](mailto:connect@lsc.edu)

## STUDENT SERVICES

e-Services:  
check grades, register, etc  
  
Location: 1st Floor S  
Building  
Phone: 733-7601

## LIBRARY

Student Research  
Photocopier

Location: E1050  
Phone: 733-5912

## LEARNING CENTER

Tutors  
Study Skills  
Test Strategies  
Study Groups

Location: E2120  
Phone: 733-5927



## DISCOUNTED SOFTWARE

With a special license

agreement with Microsoft, Lake Superior College is able to offer its students, faculty, and staff a select number of Microsoft software at significant discounts.

All software is purchased online and shipped directly to the address you specify.

Students, Faculty and Staff own the software with unrestricted use and permanent ownership. Buying software at reasonable prices has never been easier!

For more information go to:  
<http://explore.lsc.edu/tsc/>



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## Saving Your Files

***Never save your files to a lab computer, they will be deleted.***

### How to Save Your Work:

- Save to a USB/Flash Drive.
- Save to your Student Portal Account.
- Save to your Student Network Folder (Z: Drive).
- Save to your locker your Connect e-Campus account.
- Email the file as an attachment to yourself.

### Email is Lake Superior College's an official means of communication

You are required to familiarize yourself with our Email and Acceptable Use of Computers and Information Technology Resources policies.

#### Email Policy

<http://explore.lsc.edu/policies/Chapter5/Policy52.pdf>

#### Acceptable Use of Computers and Information Technology Resources Policy

<http://explore.lsc.edu/policies/Chapter5/Policy522.pdf>