

How to Save to Your Student Portal Account

Whether you are at school, home, or work the best practice is to save your document every 10 to 15 minutes. With the Student Portal you can access your documents from any internet connection.

1. Click File>Save As or Office Button>Save As
2. Click My Network Places
3. Double Click Personal Documents on explore.lsc.edu
4. Login into the Student Portal
5. Type the File Name
6. Click Save

