



Lake Superior College Student Technology Information Guide

Email is Lake Superior College's official means of communication with students.

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

Email Policy

www.lsc.edu/policy/policy52.cfm

Acceptable Use of Computers and Information Technology Resources Policy

www.lsc.edu/Policy/policy522.cfm

Lake Superior College Student Accounts

1. e-Services Account—Records and Registration

Used for: add/drop/withdraw courses, view grades

Login: Student ID and PIN

For assistance on using e-Services contact

Student Services:

Phone: 218-733-7601 Toll Free 1-800-432-2884 x7601

Email: PAT@lsc.edu Location: S Building—1st Floor

2. LSCnet Account

Used for: LSC Email, Connect e-Campus (Online Learning), LSC Student Portal and Computer Lab Login

Login: Username and Password

Students must lookup their LSCnet Account Information using their Student ID and PIN. Go to [Lookup Your LSCnet Account](#).

For login assistance with either account contact the Technology Support Center:

Phone: 218-733.1016 Toll Free 1-800-432-2884 x1016

Email: connect@lsc.edu Location: E1001

How to Login to Your LSC Accounts

1. Choose Account



2. Enter LSCnet Acct or Student ID/ PIN
 - Email—LSCnet Account
 - Connect E-Campus—LSCnet Account
 - E-Services—Student ID & PIN
 - Student Portal—lsc\LSCnet Account

Password Self-Service—Complete instructions on website under [Email Logins](#)

Why Use the Password Self-Service?

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

How Do I Change My Password?

- Click [Change my Password](#)
- Login with your LSCnet Account
- Click [Logon](#)
- Choose—[Generate Password](#) or [Enter](#)
 - You can click on Generate Password multiple times to pick a generated password. *Remember to record the password before clicking on Change Password.*
 - Your password must be *at least 8 characters*. It should include at least one of each of the following character types: Uppercase (ABC...), Lowercase (abc...), Numeric (123...)
- 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
Print Cards/Photo Printing
Scanning

Location: E1001
Phone: 733-1016
Email: connect@lsc.edu



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://www.lsc.edu/>



Minnesota
STATE COLLEGES
& UNIVERSITIES

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

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.

Printing Your Work

A **Print Debit Card** with a value of \$4.00 is given to each enrolled student upon request at the Technology Support Center Help Desk (E1001). Returning students can bring back the print card the following semesters and get \$5.00 added.

Wireless Network

To connect to an access point, you would need to have a computer running Windows XP, Windows Vista, Mac OS X, or a Linux distribution that you have configured to use a wireless network adaptor. The computer needs to be equipped with a wireless network card

The instructions for using Microsoft Windows XP are as follows:

1. Make sure your wireless antenna is enabled or make sure your wireless adapter card is inserted into the slot.
2. Click **Start>Control Panel>Network Connections**
3. Right Click **Wireless Network Connection**
4. Click **View Available Wireless Networks**
5. Click **lscpublic**
6. Select *allow me to connect to the selected wireless network, even though it is not secure*
7. Click **Connect**
8. Now start your browser (Internet Explorer)