ACTIVATING YOUR ACCOUNT

• This process activates all your technology accounts with LCC.
• During this process you will also set your password.
• You will only have to activate your account once.
• To get started,
  • www.lcc.edu/helpdesk/username
  • Click the “Activate my account” button & follow the 5 steps below.

HELPFUL DEFINITIONS

• Banner ID = Student Number = Starts with X
• Username = User ID
• SSN = Social Security Number
• UC ID = University Center ID

NEW STUDENTS

To activate your account you will need:
• Student number (starts with X) or Username (If you know it).
• Date of Birth or SSN (Last 4 numbers only)

UNIVERSITY CENTER STUDENTS

To activate your account you will need:
• UC ID
• Date of Birth

NEW EMPLOYEES

To activate your account you will need:
• Employee number (starts with X)
• Date of Birth or SSN (Last 4 numbers only)

ACTIVATING YOUR ACCOUNT

There are 5 steps to activating your account:

1. Assert Identify yourself
   • UC – only DOB
   • Students or Employees – either SSN or DOB
2. Agree to the AUP
• New window or tab must be launched and read
• Button will not enable otherwise, or in some older IE browsers

3. You will need to set up recovery information
   • Email address – provide a non-LCC private email address you can access
   • Or select and answer three (3) challenge questions

4. Set your password
   • Submit button will enable when your password follows the LCC policy
   • Avoid special characters which have meaning in URLs, e.g. '.', '@'.

At the end, your Username will display. Keep this information for future use.
For more information or assistance, please contact the technology help desk at 517 483-5221 or lcc1@lcc.edu.