

# How to Activate Your myLCC Account

The following process activates all your technology accounts with LCC including access to your LCC Email and Banner. During this process you will also set your password and recovery method.

## Activate Your Account

- To get started, go to [www.lcc.edu](http://www.lcc.edu) and click on [myLCC](#).
- Click the “[Activate my account](#)” link and follow the next 5 steps:

The image shows two screenshots of the LCC myLCC account activation process. The top screenshot is the 'myLCC' login page, with the 'myLCC' link circled in red. A red arrow points down to the 'Enter your Username and Password' page, where the 'Activate my account' link is circled in red. A second red arrow points down to the 'LCC Account Activation and Management' page, which shows a progress bar with 'Assert' selected and a form for entering Unique ID and Personal Data.

### 1. Identify yourself (*Students or Employees*)

- Unique ID: Enter your Student Number (starts with X00\_\_\_\_\_) -or- Username (*if you know it*).
- Personal Data: Enter your Date of Birth in the format: mm/dd/yyyy -or- Last 4 digits of your Social Security Number.

### 2. Agree to the Acceptable Use Policy (AUP)

- New window or tab must be launched and read.
- Button will not enable otherwise.

### 3. Set up password 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

- Passwords must contain:
  - ✓ a capital letter
  - ✓ a lowercase letter
  - ✓ a number
  - ✓ a special character such as (@,!, \_ etc...)

### 5. Click Submit, and your Username will display.

- Write down this information for future use.
- You can now use your username and password to access myLCC.
- Go to [www.lcc.edu](http://www.lcc.edu) and click on [myLCC](#) to get started.
- For more information or assistance, please contact the technology help desk at (517) 483-5221.