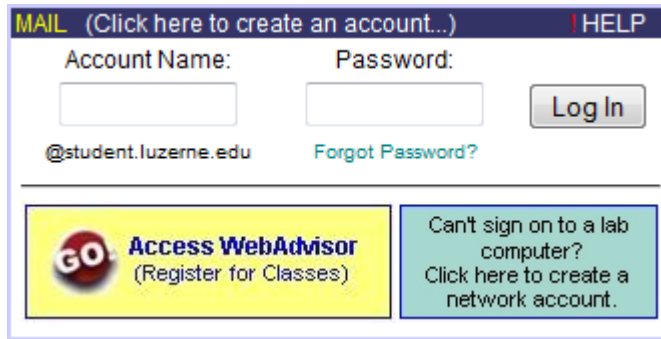


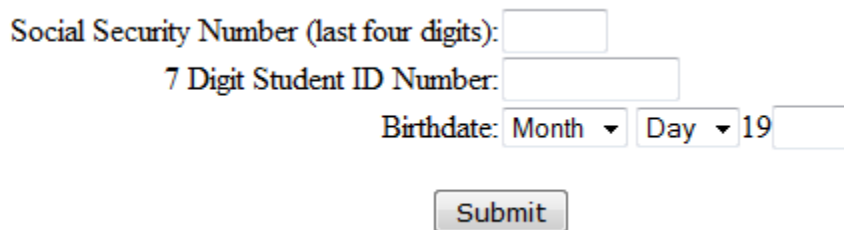
## To obtain a College E-mail/Network account:

1. Find your Student ID number on your schedule or bill.
2. Go to <http://student.luzerne.edu>
3. In the upper right corner click on "Click here to create an account..."



The screenshot shows a web interface with a dark blue header containing the text "MAIL (Click here to create an account...)" and "HELP". Below the header are two input fields: "Account Name:" and "Password:". The "Account Name:" field has a placeholder "@student.luzerne.edu". To the right of the "Password:" field is a "Log In" button. Below the input fields is a link "Forgot Password?". At the bottom of the page, there are two boxes: a yellow one with a "GO" logo and the text "Access WebAdvisor (Register for Classes)", and a light blue one with the text "Can't sign on to a lab computer? Click here to create a network account."

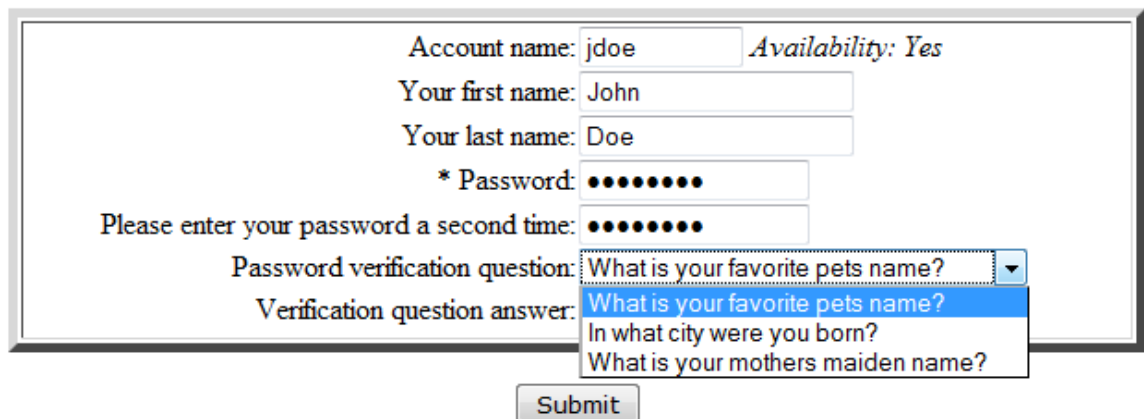
4. Enter the last four digits of your SSN#, Student ID, Birthdate and Click "Submit"



The form consists of the following fields and a button:

- Social Security Number (last four digits):
- 7 Digit Student ID Number:
- Birthdate: Month  Day  19
- Submit

5. Enter an account name (this will become the beginning of your email address)  
Enter a password. Then answer one of the password verification questions. When finished, click "Submit"



The form contains the following fields and a button:

- Account name:  Availability: Yes
- Your first name:
- Your last name:
- \* Password:
- Please enter your password a second time:
- Password verification question:  (dropdown menu)
- Verification question answer:  (dropdown menu)
- Submit

**NOTE:** Passwords must consist of upper and lower case characters as well as a number.

6. The next screen will confirm your email account creation and also give you your WebAdvisor name and pin.

Your account information is as follows:	
Account Name:	jdoe
E-Mail Address:	jdoe@student.luzerne.edu
Webadvisor Account Name:	jdoe
Webadvisor PIN:	19376

## To log in to your E-mail Account:

1. Go to <http://student.luzerne.edu>
2. Enter your account name and password and click "Log In"

## Forget your password?

You may access this system by clicking on the "Forgot Password?" link. You will be required to enter your Colleague ID, last four digits of your social security number, and birthdate. You will then be asked to enter your password verification question answer.

## To log in to the Academic Network:

1. Go to any computer lab on main campus
2. Hit the ctrl + alt + Delete buttons
3. Enter your user name (same as your e-mail account name) and password and click the arrow button.



**NOTE:** Your private file storage area will be accessible by clicking on the “My Documents” folder that is located on the desktop. Keep in mind that you have a 25mb quota for file storage. All Network accounts will be deleted at the end of every Spring Semester.

**You will NOT be able to access files within your network account from off-campus locations.**

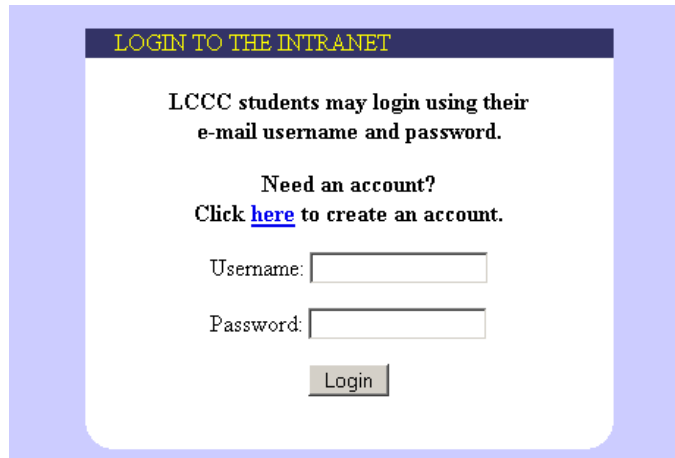
## To log in to the Student Intranet:

1. Go to <http://student.luzerne.edu>
2. On the left side of the page, under the Menu Selections area, click the “Log In” link.



• Log In

3. Enter your e-mail Username and Password.



The image shows a login page for the LCCC Intranet. At the top, there is a dark blue header with the text "LOGIN TO THE INTRANET" in yellow. Below the header, the text reads "LCCC students may login using their e-mail username and password." followed by "Need an account? Click [here](#) to create an account." There are two input fields: "Username:" and "Password:". Below the password field is a "Login" button.

If you have any problems with your accounts, please contact Jerry Wilk at 740-0711 or [jwilk@luzerne.edu](mailto:jwilk@luzerne.edu) or you can contact Connie Toporcer at 740-0742 or [ctoporcer@luzerne.edu](mailto:ctoporcer@luzerne.edu).