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

1. Find your Student ID number on your schedule or bill.
2. Go to [http://student.luzerne.edu](http://student.luzerne.edu)
3. In the upper right corner click on "Click here to create an account..."
4. Enter the last four digits of your SSN#, Student ID, Birthdate and Click "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"

**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.

<table>
<thead>
<tr>
<th>Your account information is as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Name:</strong> jdoc</td>
</tr>
<tr>
<td><strong>E-Mail Address:</strong> <a href="mailto:jdoc@student.luzerne.edu">jdoc@student.luzerne.edu</a></td>
</tr>
<tr>
<td><strong>Webadvisor Account Name:</strong> jdoc</td>
</tr>
<tr>
<td><strong>Webadvisor PIN:</strong> 19376</td>
</tr>
</tbody>
</table>

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

1. Go to [http://student.luzerne.edu](http://student.luzerne.edu)
2. Enter your account name and password and click "Log In"

For**get 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 50mb 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](http://student.luzerne.edu)
2. On the left side of the page, under the Menu Selections area, click the “Log In” link.
3. Enter your e-mail Username and Password.

If you have any problems with your accounts, please contact the Help Desk at 740-0711 or helpdesk@luzerne.edu.