

LOUISIANA COLLEGE

NETWORK ACCESS INFORMATION

Your Louisiana College Network User ID, E-mail Address

The Office of Information Technology assigns each LC student an e-mail address following his or her initial registration at the college. Students previously enrolled at LC should already have a LC e-mail address, and first-time students and freshmen e-mail addresses will be created upon admission and after registration.

The Office of Information Technology uses the first and last name of each student followed by “@lacollege.edu” to create the e-mail accounts. The Office of Information Technology uses the first and last name of each student to create the network user id and the blackboard user id. The password is randomly generated from letters, numbers, and special characters. Passwords must be at least 8 characters long and must contain the following:

- at least one number (0-9),
- at least one lowercase letter (a-z),
- at least one uppercase letter (A-Z),
- and at least one of these special characters (spaces are not allowed):
! # \$ % & () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~

Example:

Name: John Mark Doe
Student ID: 1234567
Date of Birth: January 1, 1986
E-mail: john.doe@lacollege.edu

Network User ID: john.doe
Password: Generated through random selection and given to your by admissions

Email User ID: john.doe@lacollege.edu
Password: Generated through random selection and given to your by admissions

MyLACOLLEGE Portal User ID: 1234567
Password: Will be sent to you in an email to your LC Email Account.

For any questions about your e-mail address, contact the Office of Information Technology at 487-7181.

It is recommended that you change your password upon your first logon. Be sure to remember your new password.