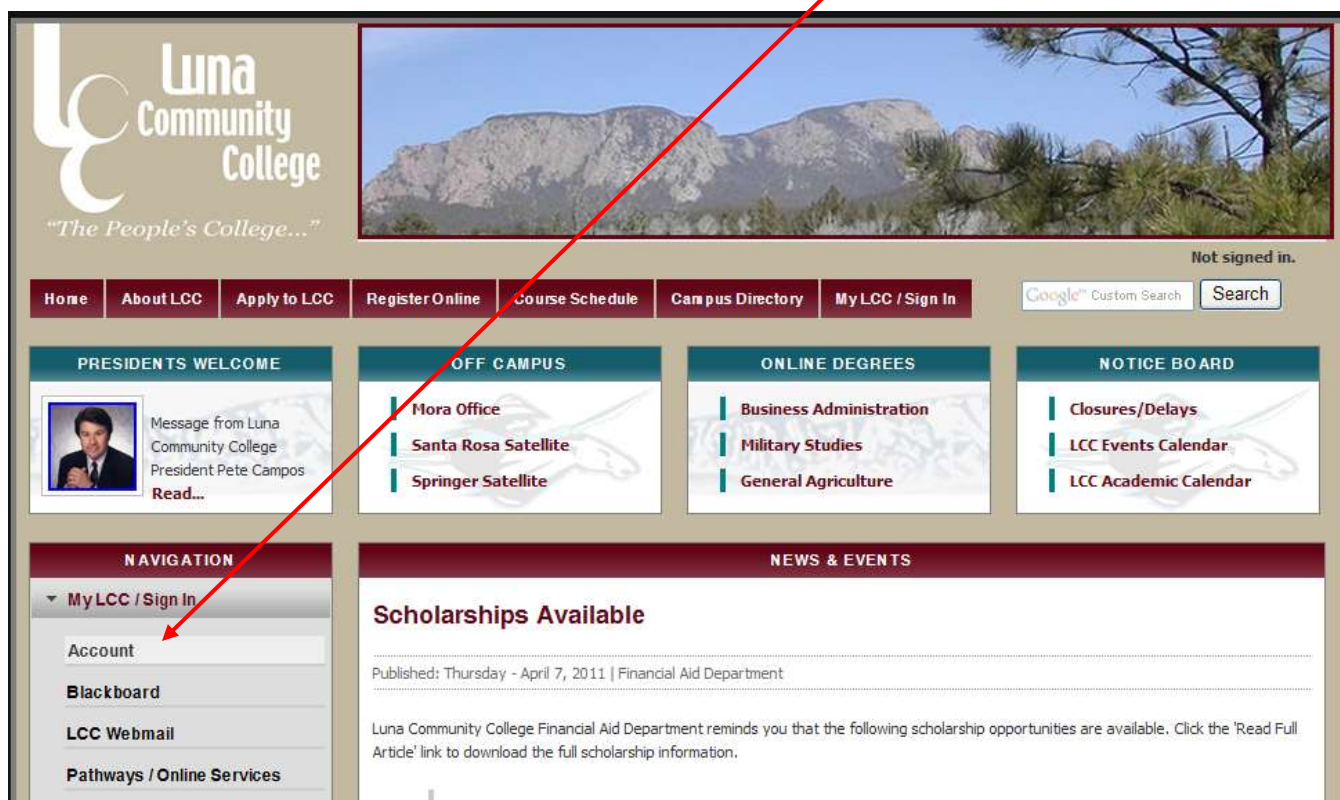


## Steps to follow to create an LCC/BLACKBOARD account.

This account is used to log into Blackboard, Pathways, LCC e-mail, LCC computers, and LCC website (grades, register online, current schedule, account payments, PASSport , financial info, online forms, etc.)

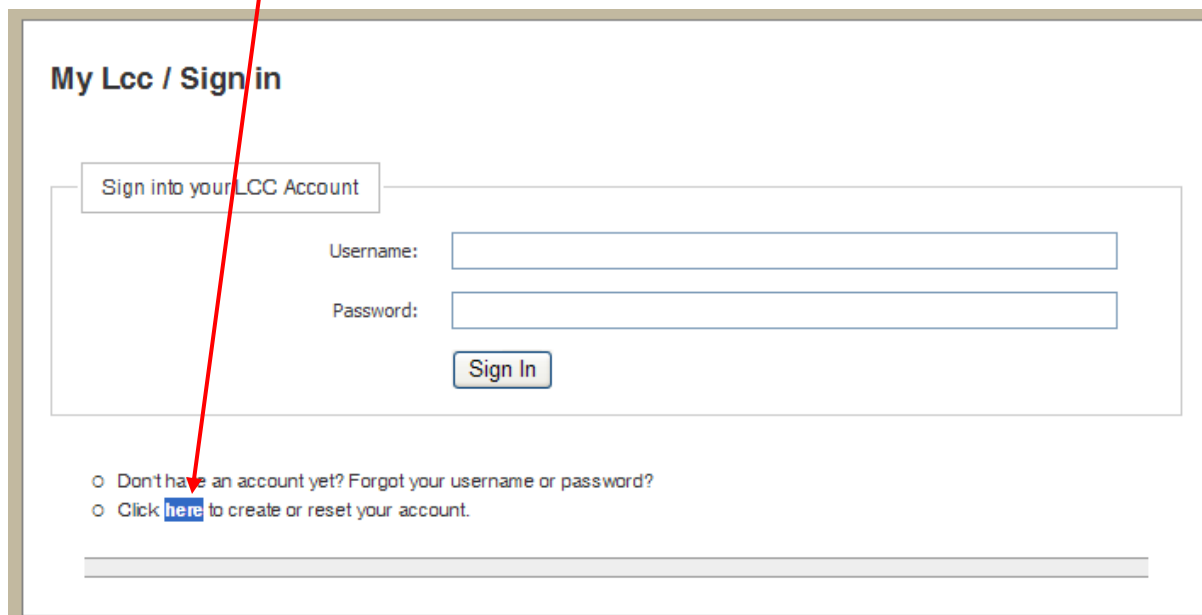
(if you already have a LCC account skip steps 1-3 and go to step 4)

**Step 1.** Log on to Luna's web site at [www.luna.edu/](http://www.luna.edu/), click on the Account link in the MyLCC/Sign In tab.



The screenshot shows the Luna Community College website homepage. At the top left is the Luna Community College logo with the tagline "The People's College...". To the right is a banner image of a mountain range. Below the banner is a navigation bar with links: Home, About LCC, Apply to LCC, Register Online, Course Schedule, Campus Directory, and My LCC / Sign In. A search bar is also present. The main content area is divided into several sections: PRESIDENTS WELCOME, OFF CAMPUS (with links to Mora Office, Santa Rosa Satellite, and Springer Satellite), ONLINE DEGREES (with links to Business Administration, Military Studies, and General Agriculture), and NOTICE BOARD (with links to Closures/Delays, LCC Events Calendar, and LCC Academic Calendar). A NAVIGATION menu on the left includes My LCC / Sign In, Account, Blackboard, LCC Webmail, and Pathways / Online Services. A NEWS & EVENTS section titled "Scholarships Available" is also visible.

**Step 2.** Click on the here link to create or reset student account.



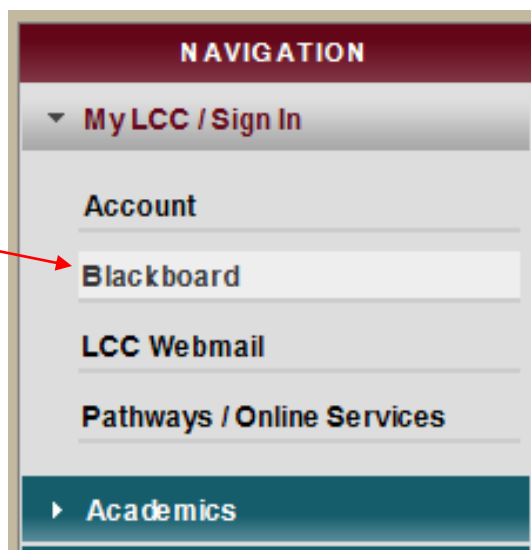
The screenshot shows the "My Lcc / Sign in" page. At the top is the heading "My Lcc / Sign in". Below it is a box titled "Sign into your LCC Account" containing a "Username:" field, a "Password:" field, and a "Sign In" button. Below the sign-in box are two radio button options: "Don't have an account yet? Forgot your username or password?" and "Click [here](#) to create or reset your account." A red arrow points from the "here" link in the second option to the "here" link in the text above the form.

**Step 3.** Complete by filling in required information and clicking the Create Account button **ONE TIME ONLY, DO NOT DOUBLE CLICK THE BUTTON**, wait a moment while your account is being created. It may take a few minutes to create your account so be patient. The system will give you your user name and password. This user name and password can be used for the following systems here at Luna:

1. Blackboard
2. Student LCC e-mail
3. Pathways (Grades, course registration, schedule, financial account management, financial aide tracking, etc.)
4. LCC website ( PASSport , financial info, online forms, etc.)
5. Log into lab computers

Please also read the LCC Student Account Acceptable Use Policy.

**Step 4.** Once you have created your LCC/Blackboard account, you will need to wait at least thirty minutes before you can log into Blackboard. To log into Blackboard click on the Blackboard Link in the My LCC / Sign In tab.



**Step 5.** Enter your user name and password.

**Note: Password is case sensitive so make sure you are using upper and lower case letters where needed.**