



Distance Learning Office

366 Luna Drive • Las Vegas, NM 87701
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545
E-mail: lpaiz@luna.edu

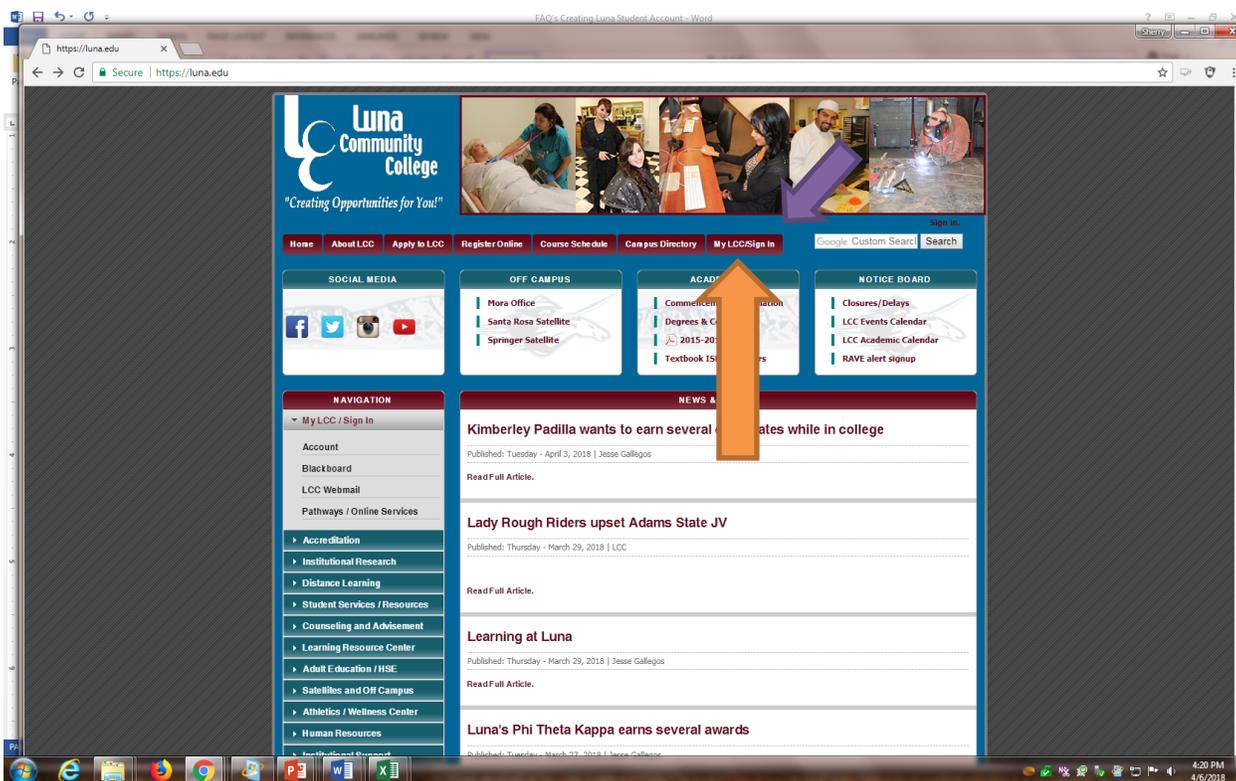
Creating a Luna Student Account

You will need a Luna Student Account for everything you do on the Luna Website. Accessing Luna email, “Pathways” (where you access semester grades, your GPA, and other important information), the Blackboard Learning system, and so on are all made possible by the use of the official username and password that is generated when you create your Student Account.

In addition to your username and password, a Luna email will also be created when you set up your Luna student account. As you may or may not realize, your Luna email address is the place where you will receive all correspondence with Luna officials; and therefore; it is compulsory that you have and use this email often so you don’t miss any important messages sent to you from Luna representatives. Setting up a Luna Student Account is truly the first step to embarking on a successful career as a Luna Community College student! Let’s get started.

Step 1:

The first step in this process of setting up your Luna Student Account is to access Luna’s Home page at www.luna.edu. Here you will click on the link called “My LCC Sign In”.



“Creating Opportunities for You!”



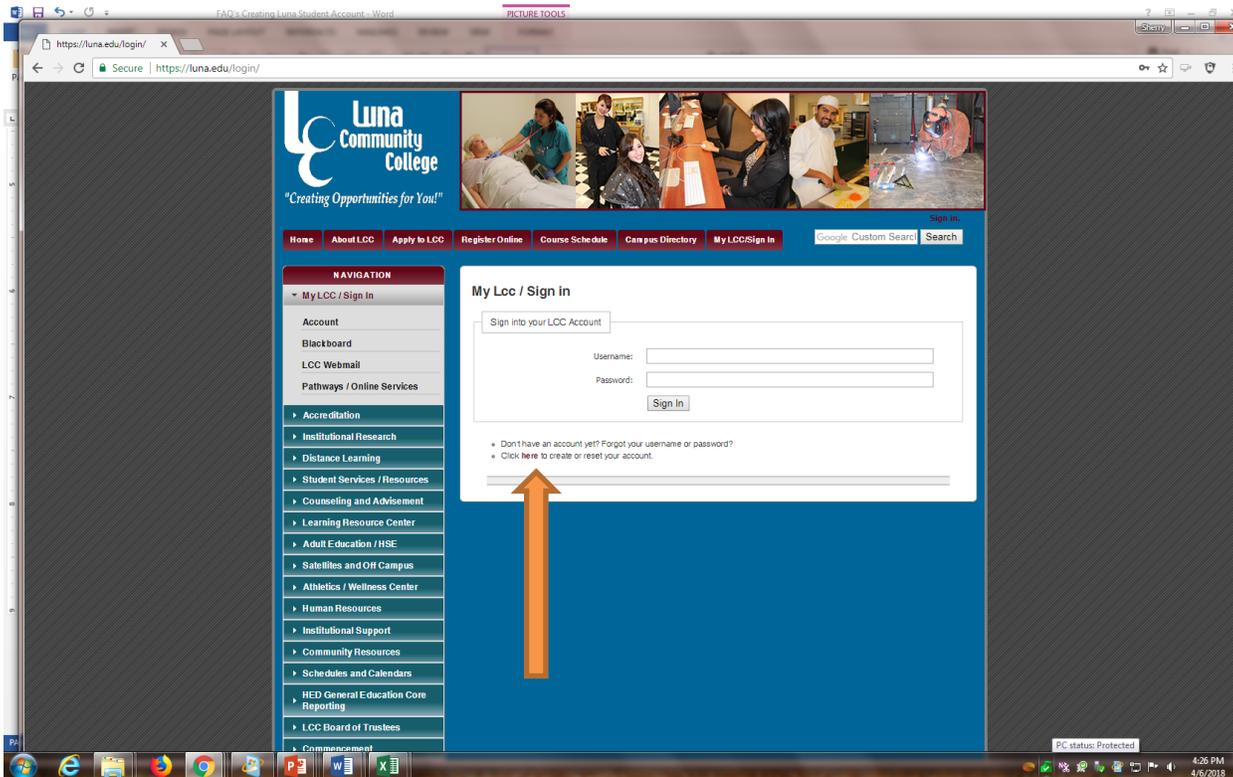


Distance Learning Office

366 Luna Drive • Las Vegas, NM 87701
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545
E-mail: lpaiz@luna.edu

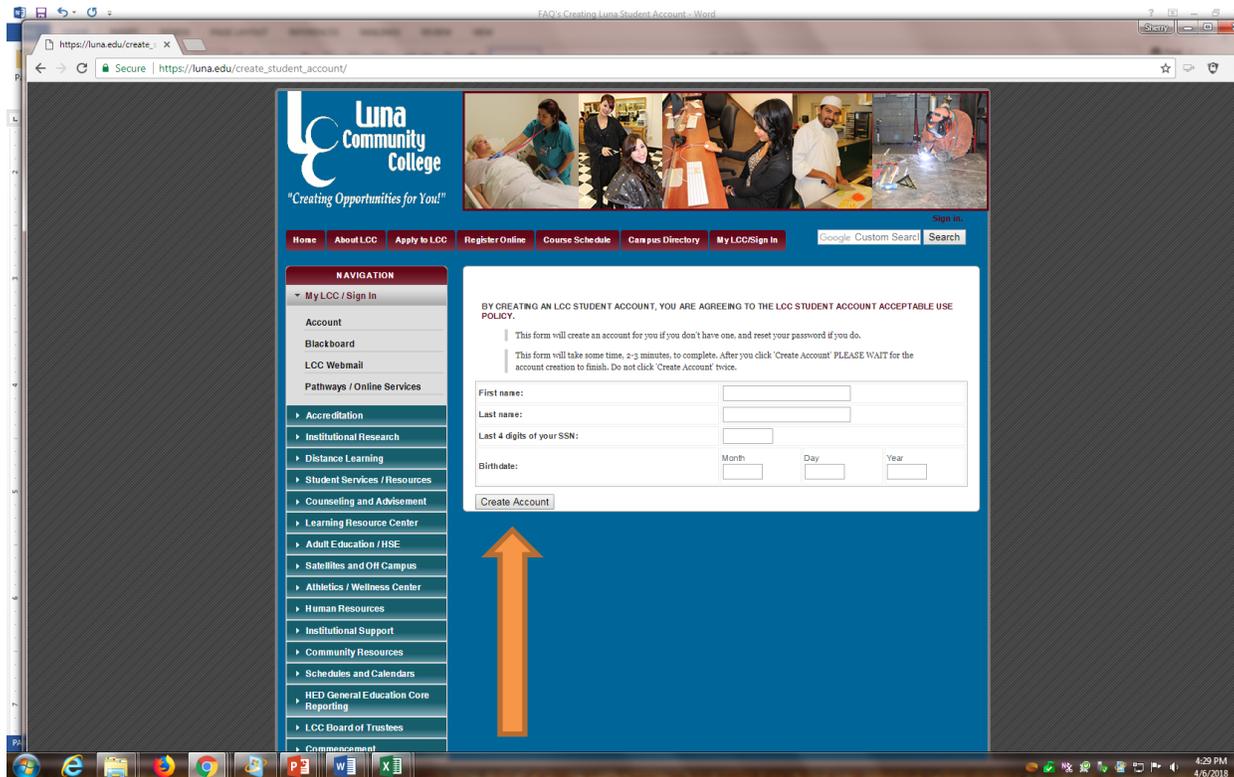
Step 2:

Once you do this, you will see the following screen. Because you don't yet have a Luna Student Account, you don't have a username or password yet. However, if you look down at the fine print, you will see these words, "Click **here** to create or reset your account." You will want to click on the "here" to set up your account.



Step 3:

The next screen you see will look like this. Here you will fill in your first name, last name, and the last four digits of your social security number as well as your birthdate. Once you have filled in all of these blanks with the correct information, you will click on the button that says “Create Account” shown below.



A few moments after you click on “Create Account,” you will be taken to a screen that provides your username, password, and student email address. You will want to write these down as the username and password generated will be used to access all your Luna accounts, and the email address will be used to access your Luna email account where all your Luna correspondence will be sent.

Keep in mind that sometimes it takes up to thirty minutes before your new username and password become viable, so if you try to login with them, and they won't work, don't worry and don't immediately go and try to create a new account. Instead, keep trying, and if after an hour your new username and password won't work, only then would you want to try contacting the Distance Learning Office about the issues you are experiencing. In most cases, you will soon be ready to access all of the Luna accounts you will need for the duration of your time at Luna.