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Distance Learning Office

## Attaining Your Luna Instructor Username, Password, and Email Address

Once you are hired as an instructor for Luna, your Director will fill out a form requesting a username, password, and email address for you and send it to Human Resources who will process this request and get the information back to your Director in a few days, so you must follow-up with your Director to get this information.

Your Username and Password are necessary for you to navigate Luna's website and access the things you need such as email, your "LCC Sign-In" which is the place you go to access pay stubs, class lists, and other information that is for your eyes only, as well as any classes you might be teaching in Blackboard or that has Blackboard components. To see how to access your "LCC Sign-In" please see the FAQ "Accessing My Class Rosters".

