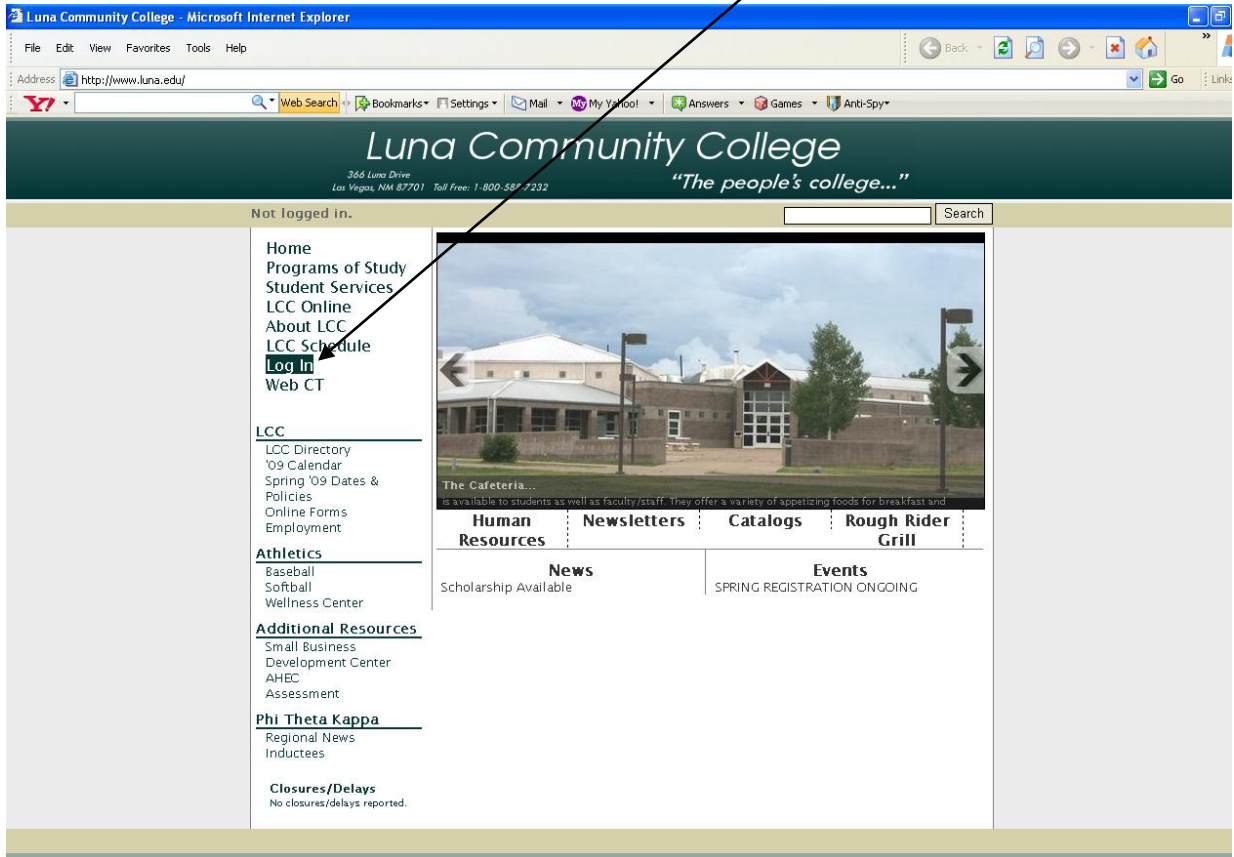
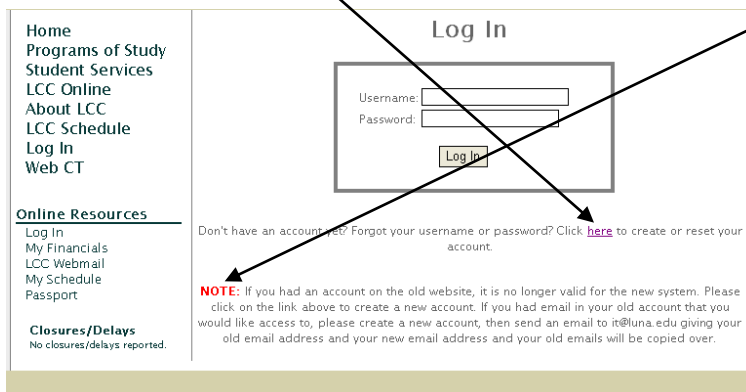


Steps to follow to create an LCC/BLACKBOARD account.
(if you already have a LCC account skip steps 1-3 and go to step 4)

Step 1. Log on to Luna's web site at www.luna.edu/, click on the Log In link.

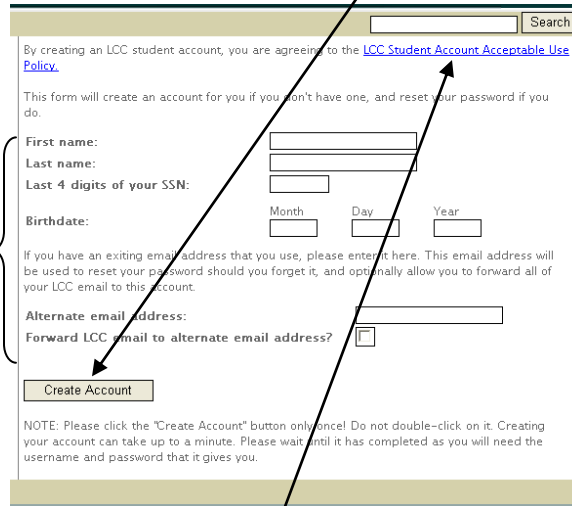


Step 2. Click on the [here](#) link to create or reset your account. Please read the "NOTE:" information.



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. Log into lab computers
4. LCC website (current schedule, PASSport , financial info, online forms, etc.)

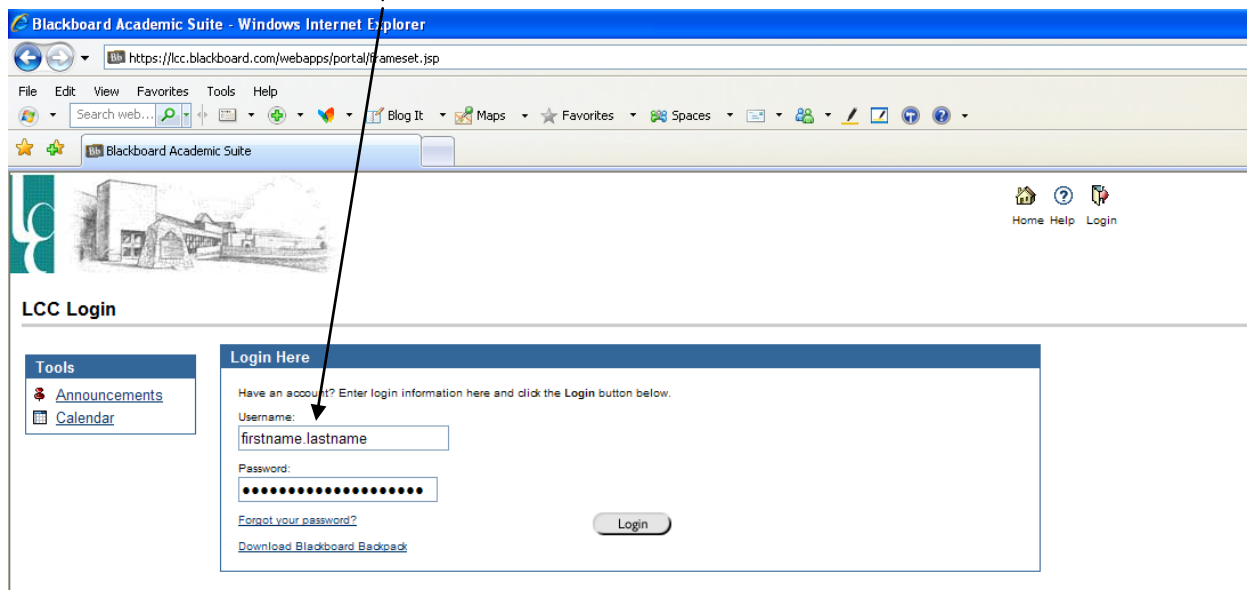


The screenshot shows a web form for creating an LCC student account. At the top, there is a search bar and a link to the 'LCC Student Account Acceptable Use Policy'. The form includes fields for 'First name', 'Last name', 'Last 4 digits of your SSN', and 'Birthdate' (with sub-fields for Month, Day, and Year). There is also a section for 'Alternate email address' with a checkbox for 'Forward LCC email to alternate email address?'. A 'Create Account' button is located at the bottom of the form. A note at the bottom states: 'NOTE: Please click the "Create Account" button only once! Do not double-click on it. Creating your account can take up to a minute. Please wait until it has completed as you will need the username and password that it gives you.'

Please also read the LCC Student Account Acceptable Use Policy.

Step 4. Once you have created your LCC/Blackboard account log onto <http://lcc.blackboard.com> using your internet browser.

Step 5. Enter your user name and password.



The screenshot shows the Blackboard Academic Suite login page in a Windows Internet Explorer browser. The address bar shows 'https://lcc.blackboard.com/webapps/portal/frameset.jsp'. The page features the LCC logo and a 'Login Here' section. The login form includes a 'Username:' field with the placeholder 'firstname.lastname', a 'Password:' field with masked characters, a 'Forgot your password?' link, and a 'Download Blackboard Backup' link. A 'Login' button is positioned to the right of the password field. A 'Tools' sidebar on the left contains links for 'Announcements' and 'Calendar'.

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