LOUISIANA COLLEGE
NETWORK ACCESS INFORMATION

Your Louisiana College Network User ID, Blackboard 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 after registration.

The Office of Information Technology uses the first initial and last initial of each student and the full student id number followed by "@students.lacollege.edu" to create the e-mail accounts. The Office of Information Technology uses the first initial and last initial of each student and the full student id number to create the network user id and the blackboard user id. The password is the student’s date of birth.

Example:

Name: John Mark Doe
Student ID: 1234567
Date of Birth: January 1, 1986
E-mail: jd1234567@students.lacollege.edu

Email User ID: jd1234567@students.lacollege.edu
Password: Jan011986*

Network User ID: jd1234567
Password: Jan011986*

Blackboard User ID: jd1234567
Password: Jan011986*

Learninghouse User ID: jd4567
Password: jd1986

MyLACOLLEGEPortal 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.
Change Your Mail Forwarding Information & Password You can have LC E-mail System Messaging automatically forward your mail to another mail account. You can also change your password and user preferences using this same process. Go to http://mail.lacollege.edu/ and log into your account using the username and password that IT assigns to you. Click the Preferences tab at the bottom left side of the page.

- Save. Click this button after you make changes to the user settings, below.

General User Settings (Including Forwarding)
- Full Name. Enter your preferred full name in the text box.
- Reply To. Enter your complete email address in the text box.
- Messages Per Page. Select the number of messages you want to display in the message list.
- Open Compose in. Select one of the following options: Same Window. Use this option if you want to compose your messages in the same browser window. New Window. Use this option if you want to compose your messages in a new browser window.
- Forward To. In the text box, enter the email address to which you want your email automatically forwarded. For example, you can forward messages to another mailbox besides Inbox by entering the forwarding address.
- Show Message Preview Pane. Click the check box if you want to view your message in the preview pane. Clear the checkbox if you want to view your message in a new browser window.

Change Password
- New Password. Enter your new password in the text box. Note: Passwords must be a minimum of three alphanumeric characters, cannot include spaces, and cannot exceed thirty characters.
- Retype Password. Retype the new password in the text box.

Be sure to remember your new password.

Changing your Windows Password
- Upon your first logon you should be asked to change your password. If you are not and want to change your password please use ctrl-alt-delete and select change password.
- New Password. Enter your new password in the text box. Note: Passwords must be a minimum of three alphanumeric characters, cannot include spaces, and cannot exceed thirty characters. It is recommended that you use a mixture of upper case and lower case characters, as well as numbers and special characters.
- Retype Password. Retype the new password in the text box.

Be sure to remember your new password.
Changing your Blackboard Password

• Upon your first logon you should change your password. To do so please navigate to personal information and select change password.

• New Password. Enter your new password in the text box. Note: Passwords must be a minimum of three alphanumeric characters, cannot include spaces, and cannot exceed thirty characters. It is recommended that you use a mixture of upper case and lower case characters, as well as numbers and special characters.

• Retype Password. Retype the new password in the text box. Click submit.

Be sure to remember your new password.