

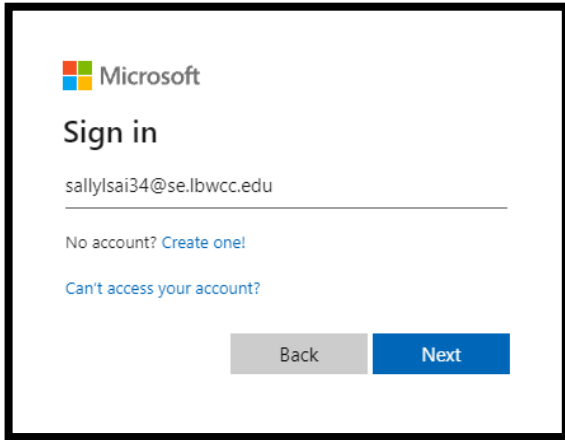
Saints' Email

To log into your Saints' Email, click on the *SAINTS EMAIL* link on the LBWCC homepage.

Your Saints' Email will be your first name + middle initial + first three letters of last name + last two digits of SSN.

Example

Name: Sally L. Saint
SSN: 111-12-1234
Saints' Email: sallylsai34@se.lbwcc.edu



For students who applied to LBWCC before June 30, 2020, the password will contain the word "Student" and the student's 5-digit Student ID.

Example: Student11111

For students who applied to LBWCC after July 1, 2020, the password will be the student's A-Number + hashtag (#). The student's A-Number begins with a capital "A" and is followed by 8 digits.

Example: A00179569#

Email address: _____

Password: _____

To add Saints' Email to a mobile device, you will need to use the Outlook App.

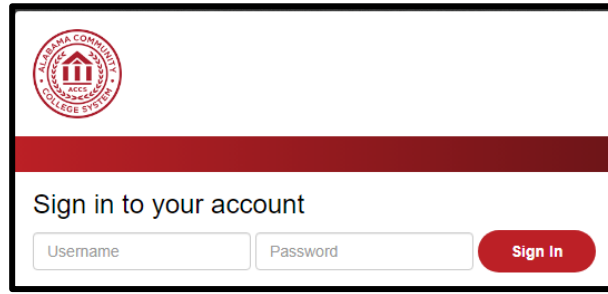
myLBWCC

To log into myLBWCC, click on the *MYLBWCC* link on the LBWCC homepage.

Your username will be your Saints' Email. Your password will be "!LBWCCmmddy" using your date of birth in mmddy format.

Example

Name: Sally L. Saint
DOB: 12/08/88
Username: sallylsai34@se.lbwcc.edu
Password: !LBWCC120888



Username: _____

Password: _____

Once logged into myLBWCC, students can do the following:

- ✿ View class schedule
- ✿ View grades
- ✿ Register for classes
- ✿ Drop and add classes during the Drop/Add period
- ✿ Pay tuition
- ✿ Request LBWCC transcripts

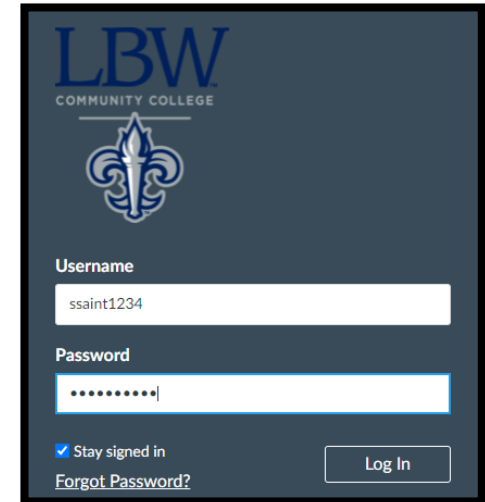
Canvas

LBWCC uses Canvas as its learning management system. To log into Canvas, click on the *CANVAS* link on the LBWCC homepage.

Your username will be your first letter of first name + last name + last four digits of SSN (15 character maximum). The password will be the same as the username.

Example

Name: Sally L. Saint
SSN: 111-12-1234
Username: ssaint1234
Password: ssaint1234



Username: _____

Password: _____

Once logged in, students can access registered course(s) from the Dashboard.

Students will not have access to registered courses in Canvas until the first day of class.

Register for Classes

Once you are advised, you will need to register for classes for the semester.

Log into myLBWCC, by clicking on the MYLBWCC link on the LBWCC homepage.

Once logged into myLBWCC:

1. Choose the Student Tab
2. Click Student Landing Page
3. Choose Registration
4. Click Register for Classes
5. Select the term in which you are registering
6. Add courses to your summary
 - a. Search courses by subject and course number
OR
 - b. Enter the CRN (Course Reference Number) for the course
7. Once courses are in your summary, click Submit

Print Class Schedule

To print a detailed class schedule, follow the steps below.

Once logged into myLBWCC:

1. Choose the Student Tab
2. Click Student Landing Page
3. Choose Registration
4. Select View Registration Information
5. Choose term
6. Click printer icon
7. Click print button

Tuition Payment

To make a payment to your account, follow the steps below.

Log into myLBWCC, by clicking on the MYLBWCC link on the LBWCC homepage.

Once logged into myLBWCC:

1. Choose the Student Tab
2. Click Student Landing Page
3. Choose View Balance/Make Payment
4. Click the Make Payment button
5. Select Payment Option and follow steps provided on screen

Direct Deposit

Students are encouraged to input their bank account information (checking or saving) in order for refunds to be issued, if deemed necessary.

Log into myLBWCC, by clicking on the MYLBWCC link on the LBWCC homepage.

Once logged into myLBWCC:

1. Choose the Student Tab
2. Click Student Landing Page
3. Choose View Balance/Make Payment
4. Select Electronic Refunds

Alertus

LBW Community College will go live with the Alertus emergency notification system beginning Summer 2022. This emergency notification system will be used by the College to notify students, faculty, and staff of emergency situations at all LBW locations. Alertus has a mobile app that all employees and students need to install. The mobile app will be used to send alerts to employees and students of emergency and severe weather alerts.

This system may also be used to send critical alerts about possible college closings.

For this system to be successful, the College needs all employees and students to install the mobile app on your personal phone.

Steps to install the Alertus Mobile App:

1. Setup your Saints' email
2. Install the Alertus Mobile App. The mobile app is available for download on Google Play and iTunes by searching Alertus.
3. Scan QR Code below and follow the steps to continue setup.

