

CREATE YOUR MYCAMPUS LOGIN

If you need to setup your account for the first time or after an account reset, follow these directions:

1. www.lorainccc.edu
2. Click MyCampus login in the upper right corner
3. Click the **Create Student Password** link, directly below login box.
4. Please read page thoroughly and have you Student Number, Birth Date, Zip Code and Last Four of your Social Security Number ready to fill out the form.
5. Click **Next**.
6. Read page thoroughly.
7. Make note of your new account username. (Formatting example: d.explorer3)
8. Create your password following the listed criteria on the page.
9. Select your 3 security questions and answer appropriately.
10. Should you ever forget your password, you will be able to reset your account using these.
11. Click **Submit**
You have successfully set up your new MyCampus student account!
12. If you experience errors or have any difficulties through this process contact the Help Desk 440-366-4351
• toll free 1-800-995-5222 ex. 4357 •
helpdesk@lorainccc.edu


LOGIN

1. Go to www.lorainccc.edu
2. Click **MyCampus login** in the upper right corner
3. Enter your **User ID** (ex. d.explorer3).
4. Enter your **Password** as you created it.
5. Click **Sign In**

SEARCH FOR CLASSES

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Either click the **Search** link under the Academics heading or click the **Search for Classes** button.
4. Select the term and enter the search criteria.
5. Click the **Search** button.
6. Click the **Select Class** button to add a class.
7. Click the **Next** button to add the class to your cart.


View My Class Schedule

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click on the drop down menu in Academics
4. Select Class Schedule and Click the **GO** button 
5. Select your semester and click Continue
6. You can Filter to show only enrolled classes or include dropped classes by using the check boxes.

ADD CLASSES

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the **Enroll** link under the **Academics** heading.
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button.
5. Either enter the **Class Nbr** or search for the class using the **Course Subject Name** or **Subject Number**.
6. Click the **Select Class** button to add the class.
7. Click the **Next** button.
8. When finished, click the **Proceed to Step 2 of 3** button.
9. Click **Finish Enrolling** → You must click this button or you will not be enrolled in this class
10. Either click Add Another Class or view My Class Schedule

DROP CLASSES

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the drop down for "**other academic...**" and select **Enrollment: Drop**.
4. Click the **GO** button 
5. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button.
6. Click the Select column for the class you wish to drop. You may select multiple classes.
7. Click the **Drop Selected Classes** button.
8. Click **Finish Dropping** → You must click this button or you will retain this class on your schedule
9. Click My Class Schedule


SWAP CLASSES

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click **Enroll**
4. Choose your semester and click Continue
5. Click the **Swap** tab
6. Under **Swap This Class** click on the **Select From Your Schedule** drop down menu
7. Select the class you wish to drop
8. Under **With This Class** click the **Search** button.
9. Use steps 6-7 under **ADD CLASSES** to select your class.
10. Click **Finish Swapping** → You must click this button or the swap will not be completed.
11. Click My Class Schedule


VIEW MY WEEKLY SCHEDULE

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the **weekly schedule** link located under the "This Week's Schedule" grid at the top of the page.

VIEWING YOUR GRADES, GPA, AND EARNED CREDIT HOURS BY SEMESTER

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click on the drop down menu in Academics
4. Select **Grades** and click the **GO** button 
5. Select the term you would like to view. To view your most current GPA and Earned Credit Hours, select the most recent term listed at the top.
6. View other semesters by clicking the **Change Term** button.


VIEW COURSE HISTORY

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click on the drop down menu in **Academics**
4. Select **Course History** and click the **Go** button 
5. Defaults to alphabetical order by course.
6. To view by term, in the **Sort Results By** drop down, select Term and click Sort.

VIEW HOLDS

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Review the holds located in the "Holds" box in the upper right corner of the page.


VIEW FERPA RESTRICTIONS

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the "**other personal...**" drop down and select **Privacy Settings** and then click the **GO** button 


VIEW PERSONAL INFORMATION: NAMES

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the **Names** link under the Personal Information heading.
4. NOTE: Contact Student Records to make any changes to names.


VIEW PERSONAL INFORMATION: ADDRESSES

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the Home **Address or Mailing Address** link in the Contact Information box under Personal Information OR click the "**other personal...**" drop down and select **Address** and then click the **GO** button 

VIEW PERSONAL INFORMATION: PHONE NUMBER

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click a phone number link OR click the "other personal..." drop down and select **Phone Numbers** and then click the **GO** button .

VIEW PERSONAL INFORMATION: EMAIL ADDRESS

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click an email address link OR click the "other personal..." drop down and select **Email Addresses** and then click the **GO** button .
4. NOTE: All official correspondence is sent to students via their Student email address. **The Student email address CANNOT be deleted or changed.**

VIEW PERSONAL INFORMATION: EMERGENCY CONTACTS

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the **Emergency Contact** link under the Personal Information heading.

Forgot your Password?

Using your Security Questions, you can now reset your own student account, anytime, anywhere.

1. Go to www.lorainccc.edu
2. Click **MyCampus login** in the upper right corner
3. Click the **Reset Student Password** link, directly below the login box.
4. Enter your **User ID** (ex. d.explorer3).
5. Click **Submit** button (Do Not hit enter, this simply refreshes the page.)
6. Answer 2 of your 3 security questions as you created them.
7. Click **Submit** button.
8. If both answers were correct, continue to **step 9**. If you did not get both answers correct, you will be prompted with your third security question. Answer the security question and click **Submit**.
9. Create your **password** following the listed criteria on the page.
10. Click **Submit** button.

NEED MORE HELP?

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 440-366-4351 • toll free 1-800-995-5222 ex. 4357 •
helpdesk@lorainccc.edu

Student Center

▼ Academics


[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)



▼ Finances


My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)



▼ Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)



▼ To Do List

2010-11 FAFSA App Received
 ACT or COMPASS Scores
 SAP Title IV Appeal Approved

[details ▶](#)

▼ Enrollment Dates

[Open Enrollment Dates](#)

▼ Advisor

Program Advisor
 None Assigned

▼ News and Info



[CNN](#)
[BBC](#)
[NBC](#)

▼ Search Engines

[Yahoo](#)

▼ Deadlines
URL
Gradebook

This Week's Schedule

	Class	Schedule
	BIOG 115-DE02 LEC (2278)	MoWeFr 3:00PM - 3:50PM PS108
	ENGL 161-DE48 LEC (1486)	MoWe 1:00PM - 2:15PM SC125

[weekly schedule ▶](#)

▼ Account Summary

You owe 2,647.40.

- Due Now 1,199.90
- Future Due 1,447.50

Currency used is US Dollar.

[make a payment ▶](#)

▼ Contact Information

Home Address	Mailing Address
Home Phone	Student Email Address

[SEARCH FOR CLASSES](#)

Lorain County Community College

October 7, 2010