

### **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](http://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.
  - Should you ever forget your password, you will be able to reset your account using these.
10. Click **Submit**

You have successfully set up your new MyCampus student account!

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](http://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**

**ALL PROCESSES BEGIN BY CLICKING ON STUDENT CENTER.**

### **Register for Classes**

1. Click **Enroll**
2. Choose your semester and click **Continue**
3. Click **Add** at the bottom of the screen
4. Click **Search**
5. Click **Select Subject**
6. Choose subject and click **Select**
7. Enter course number (ex. 161)
8. Click **Search**
9. After choosing a time, click **Select Class**
10. Click **Next**
11. Click **Proceed to Step 2 of 3**
12. Click **Finished Enrolling** ➔ **You must click this button or you will not be enrolled in this class**
13. Either click **Add Another Class** or view **My Class Schedule**

### **Check Schedule**

1. Click on the drop down menu in Academics
2. Select **Class Schedule** and Click the **Go** button 
3. Select your semester and click **Continue**
4. You can **Filter** to show only enrolled classes or include dropped classes by using the check boxes.
5. To view a time chart select **Weekly Calendar View** under **Display Options**


### Drop a Class

1. Click **Enroll**
2. Choose your semester and click **Continue**
3. Click the **Drop** tab (this will pull up a list of your classes)
4. Select a course to drop and click to check the box
5. Click **Drop Selected Classes**
6. Click **Finish Dropping** → **You must click this button or you will retain this class on your schedule**
7. Click **My Class Schedule**


### Swap Classes

1. Click **Enroll**
2. Choose your semester and click **Continue**
3. Click the **Swap** tab
4. Under **Swap this class** click on the drop down menu
5. Select the class you wish to drop
6. Under **With this class** click **Search**
7. Use steps 7-12 under **Register for Classes** to search.
8. Click **Finish Swapping** → **You must click this button or the swap will not be completed.**
9. Click **My Class Schedule**

### Viewing Your Grades and GPA by semester

1. Click on the drop down menu in Academics
2. Select **Grades** and click the **Go** button 
3. Defaults to current semester. View other semesters by clicking the **Change Term** button.

### Viewing All Your Grades

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

\*Explore the **Student Center** to see all of its capabilities in **Academics**, **Finances**, and **Personal Information**.

### Forgot your Password?

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

1. Go to [www.lorainccc.edu](http://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 your 3 security questions as you created them.
7. Click **Submit** button.
8. Create your **password** following the listed criteria on the page.
9. Click **Submit** button.

### **NEED MORE HELP?**

If you experience errors or have any difficulties through these processes, contact the **Help Desk**  
440-366-4351 • toll free 1-800-995-5222 ex. 4351 • [helpdesk@lorainccc.edu](mailto:helpdesk@lorainccc.edu)