## Accessing Your LC State Account

This username and password will be used to access many LC State systems, including WarriorWeb, Canvas, WarriorMail, WarriorPrint, WarriorOne Card, Do More, Handshake, etc. After activating your account, you will be able to log into <u>www.lcsc.edu/warriorhub</u> to access these systems.

To access your new account, you'll need to complete the initial account setup. This process may take up to 15 minutes to complete.

If you already have your username, skip to step 3.

- 1. Use the <u>What's My Username?</u> page to retrieve your username. You'll need to provide:
  - First Name
  - Last Name
  - The personal email address used to apply with LC State
- 2. After correctly entering your information, your LC State username will be sent to your personal email address that was used when you applied to LC State.

		K
Hello Allen.		
,	ark State College Username is:	
	awarrior@students.lcstate.e	<u>edu</u>

- Thank you, Lewis-Clark State College
- 3. Then go to <u>www.lcsc.edu/warriorhub</u> and click 'WarriorHub Sign In'.
- 4. Enter your LC State username (include @students.lcstate.edu) and click next. When it asks for your password, click the 'Forgot my password' link.



← awarrior@students.lcstate.edu

## Enter password

Password		
Forgot my password		
	1	Sign in

5. Follow the instructions to complete the captcha. On the next page, you should see your personal email listed as an option. Click the 'Email' button to send a verification code.



6. The email should arrive in your personal inbox within a few minutes. Take note of the verification code and enter it into the password reset screen.

Get back into your account				
verification step 1 > choose a new password				
Please choose the contact method we	should use for verification:			
Email my alternate email	We've sent an email message containing a verification code to your inbox.			
	Next Are you having a problem?			

- 7. After confirming your verification code, you'll be asked to pick a new password. Your password must meet the following requirements:
  - Your new password must be at least 14 characters in length
  - Your new password cannot contain your account name, or parts of your first and last name
  - Your new password cannot be the same as a previously used password.

Your new password must contain characters from three of the following four categories:

- 1. Uppercase character (K, T, X, Z)
- 2. Lowercase character (k, t, x, z)
- 3. Number (0 through 9)
- 4. Non-alphabetic character (for example, !, \$, #, %)

Your password should be a unique password that you only use for your LC State account. This password will protect all your student information; it's important it's secure.

- 8. After setting your password, return to <u>www.lcsc.edu/warriorhub</u> and log in with your new information.
- 9. After entering your username and password, you'll receive a message informing you that 'More information is required'. Click 'Next' to continue.



- 10. In the next steps, you'll register for MFA (Multi-Factor Authentication) to protect your account. We recommend using the Microsoft Authenticator, but you can choose between the following methods:
  - Microsoft Authenticator Application An application you can download from your phone's store. It can be linked with your account to provide you with a code at any time by referencing the app.
    - To choose the app, download the application (a QR code can be displayed by clicking the 'Download now' button) and click 'Next'.
  - Phone When you log into a new device, Microsoft will send your verification code by text or an automated phone call.
    - To choose phone, select it from the 'I want to set up a different method' menu.
  - If you already use an authenticator, you can add your LC State account by selecting 'I want to use a different authenticator'.
- 11. Follow the instructions on screen to complete your MFA setup.

Microso	oft Authenticator	
9	Start by getting the app	
	On your phone, install the Microsoft Authenticator app. Download now	
	After you install the Microsoft Authenticator app on your device, choose "Next".	
	I want to use a different authenticator app	
	Next	

12. After completing your MFA setup, you'll be asked to read and agree to LC State's Appropriate Use for Technology policy.



13. After accepting the agreement, your registration process is complete. If you have any issues or questions, please contact the LC State IT Help Desk by email at <u>helpdesk@lcsc.edu</u> or by phone at (208) 792-2231.