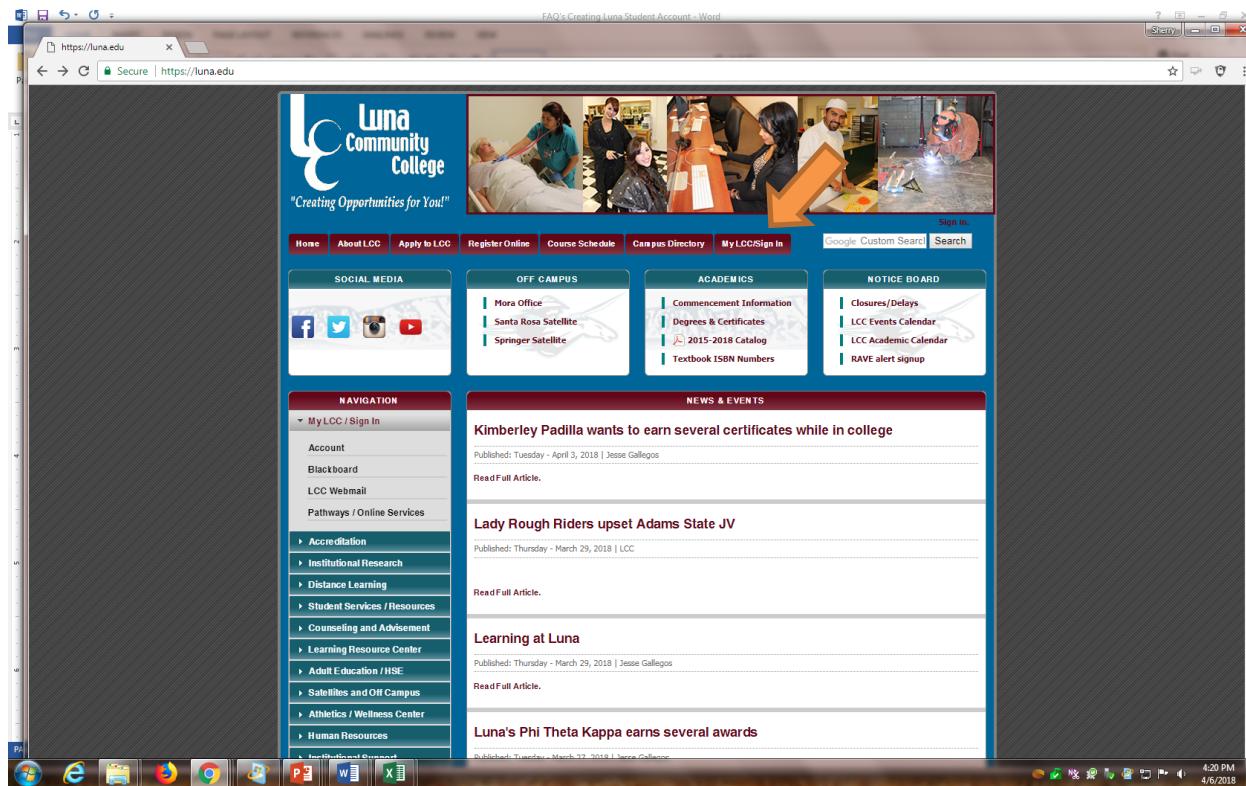


Accessing Your “MyLCC/Sign In”

Your “MyLCC/Sign In” is a link on the Luna’s homepage that you use to access many very important features you will need to be successful as a Luna Instructor. Here you can access Pay stubs, Class Rosters, Courses you are teaching, and countless other important features.

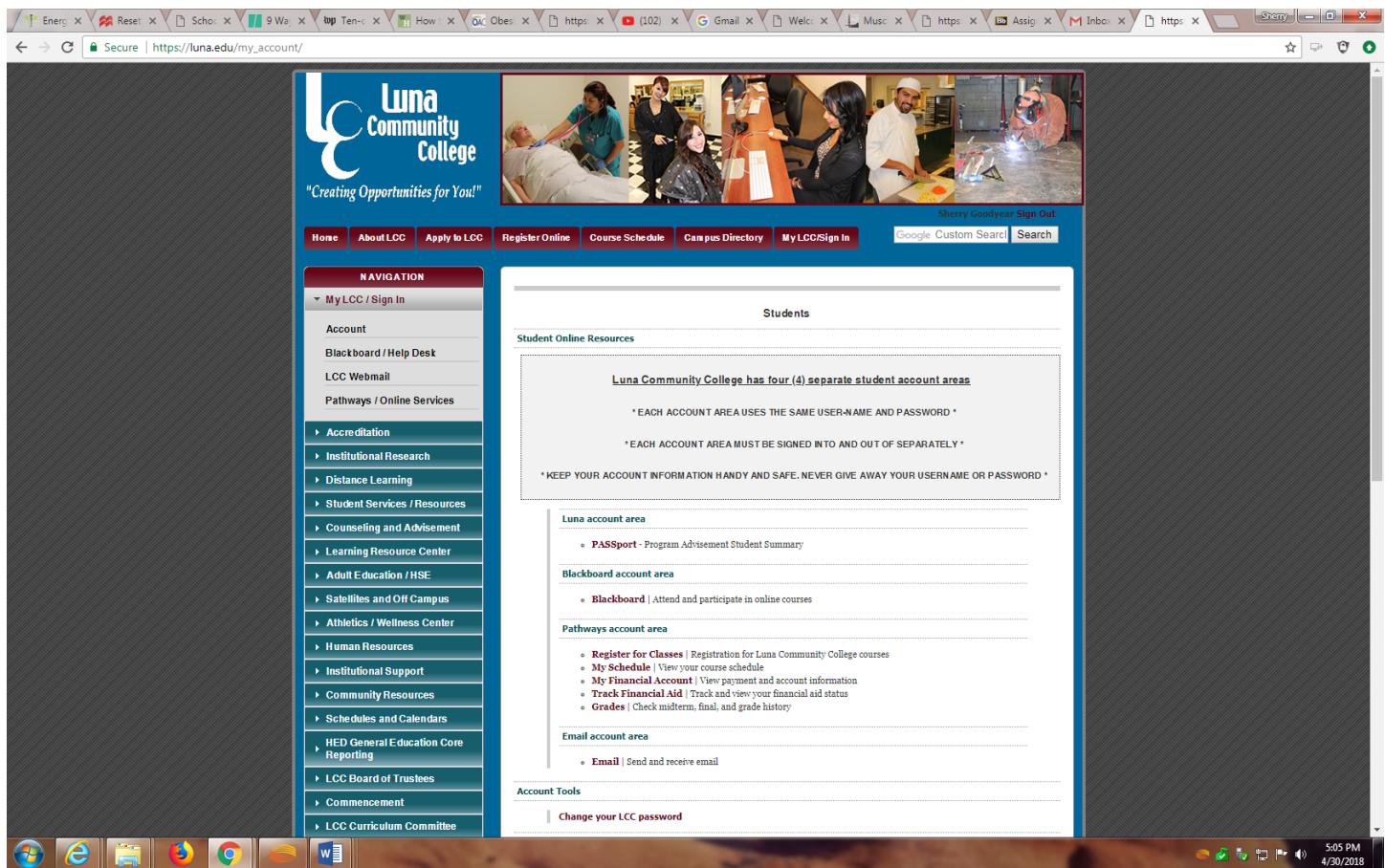
Step 1:

To access the “MyLCC/Sign In” link, you will go to Luna’s Home page at www.luna.edu. Here you will click on the “MyLCC/Sign In” link.



Step 2:

Once you do this, you will see the following screen. To access items pertaining to you as an instructor, you will want to scroll down to the section labeled “Staff”.



Luna Community College
"Creating Opportunities for You!"

Sherry Goodyear Sign Out

Home About LCC Apply to LCC Register Online Course Schedule Campus Directory My LCC/Sign In Google Custom Search Search

NAVIGATION

My LCC / Sign In

Account

Blackboard / Help Desk

LCC Webmail

Pathways / Online Services

Accreditation

Institutional Research

Distance Learning

Student Services / Resources

Counseling and Advisement

Learning Resource Center

Adult Education / HSE

Satellites and Off Campus

Athletics / Wellness Center

Human Resources

Institutional Support

Community Resources

Schedules and Calendars

HED General Education Core Reporting

LCC Board of Trustees

Commencement

LCC Curriculum Committee

Students

Student Online Resources

Luna Community College has four (4) separate student account areas

* EACH ACCOUNT AREA USES THE SAME USER-NAME AND PASSWORD *

* EACH ACCOUNT AREA MUST BE SIGNED INTO AND OUT OF SEPARATELY *

* KEEP YOUR ACCOUNT INFORMATION HANDY AND SAFE. NEVER GIVE AWAY YOUR USERNAME OR PASSWORD *

Luna account area

- [PASSport](#) - Program Advisement Student Summary

Blackboard account area

- [Blackboard](#) | Attend and participate in online courses

Pathways account area

- [Register for Classes](#) | Registration for Luna Community College courses
- [My Schedule](#) | View your course schedule
- [My Financial Account](#) | View payment and account information
- [Track Financial Aid](#) | Track and view your financial aid status
- [Grades](#) | Check midterm, final, and grade history

Email account area

- [Email](#) | Send and receive email

Account Tools

- [Change your LCC password](#)

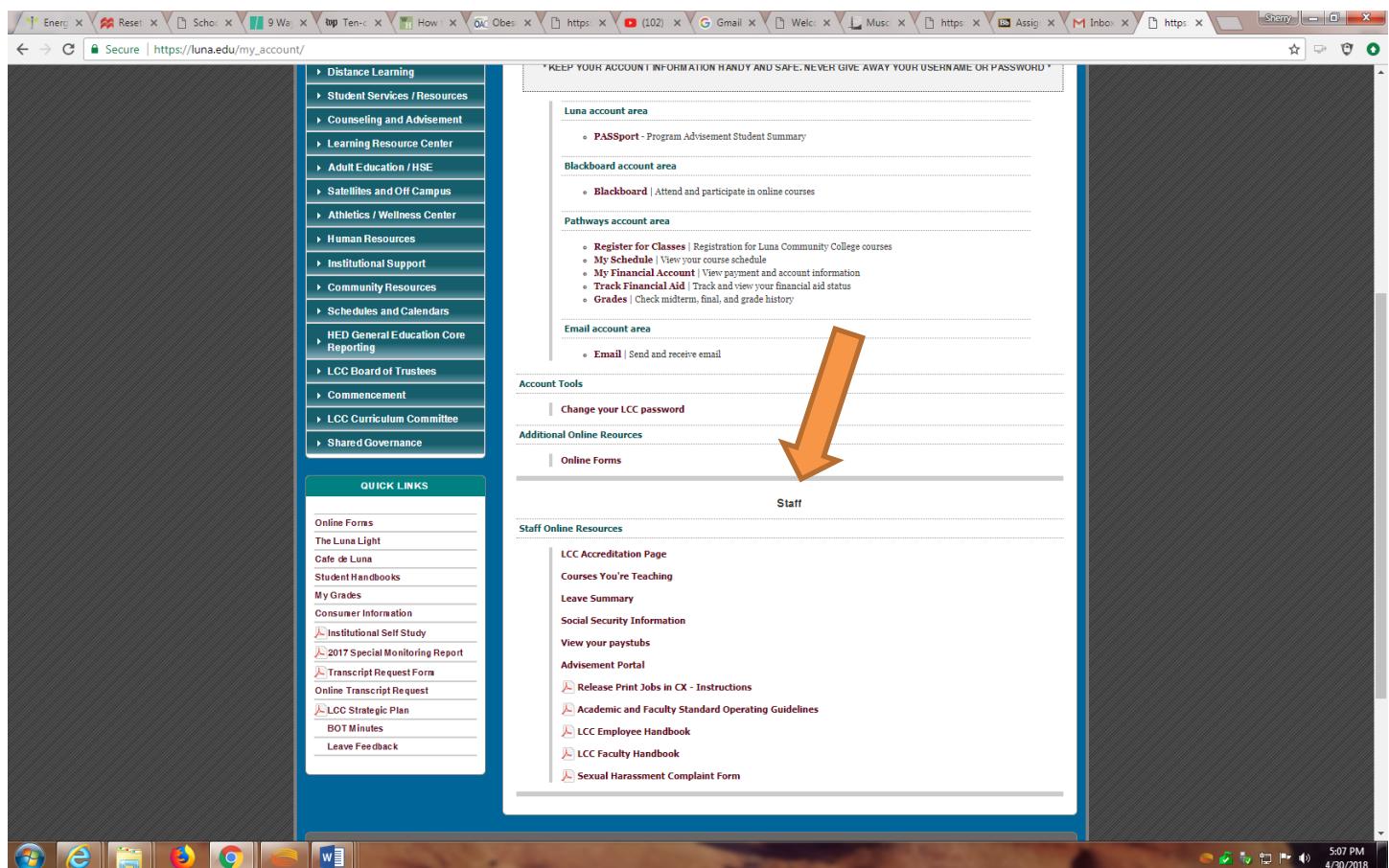


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Step 3:

In the “Staff” section, you can find links for the “Courses You’re Teaching,” “View Your Paystubs”, and the “LCC Employee Handbook” among others, all of which should be useful for your time as an instructor for LCC. It would be wise to familiarize yourself with the various items available in this section.



The screenshot shows the Luna.edu my_account page. On the left, there is a sidebar with a "Distance Learning" menu and a "QUICK LINKS" section. The main content area is titled "KEEP YOUR ACCOUNT INFORMATION HANDY AND SAFE. NEVER GIVE AWAY YOUR USERNAME OR PASSWORD". It contains sections for "Luna account area", "Blackboard account area", "Pathways account area", "Email account area", "Account Tools", and "Additional Online Resources". A large orange arrow points to the "Online Forms" link under the "Additional Online Resources" section. The "Staff" section is also visible at the bottom of this list. The bottom of the screen shows the Windows taskbar with various icons and the date/time (5/07 PM 4/30/2018).