



Distance Learning Office

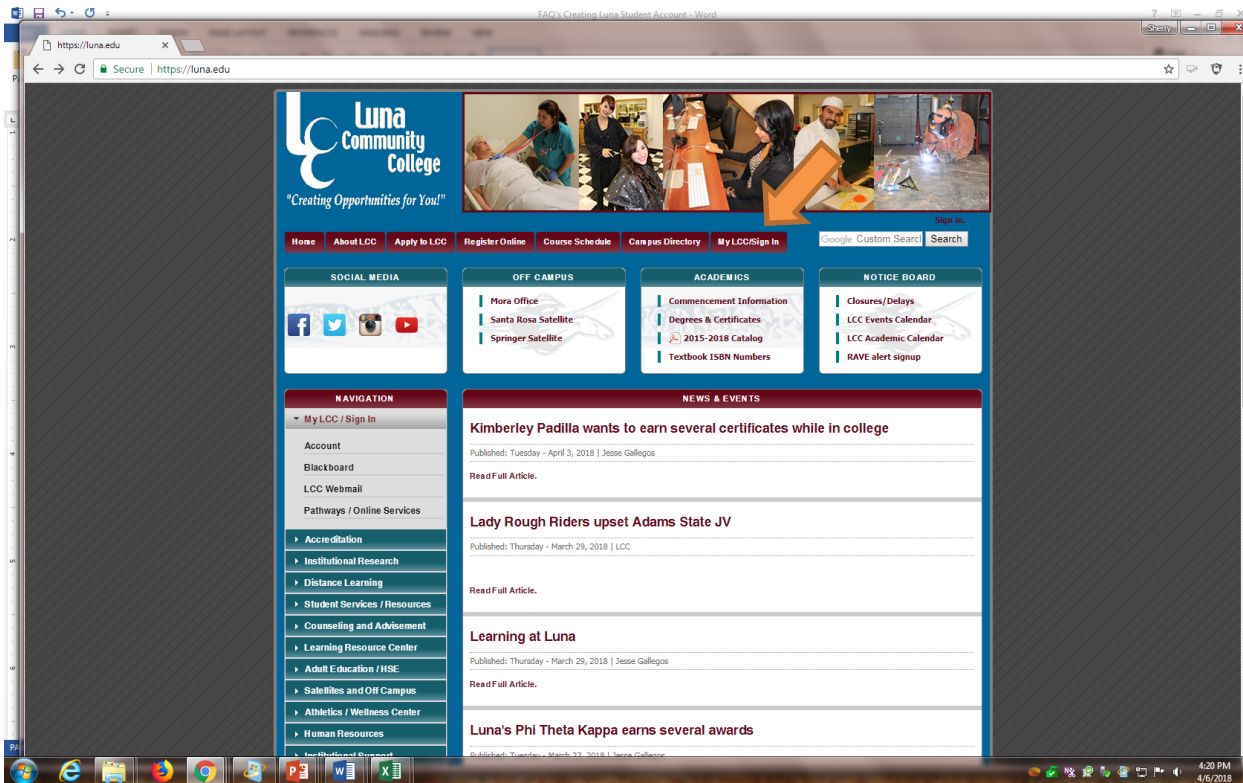
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Accessing Your “MyLCC/Sign In”

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.



“Creating Opportunities for You!”





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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”.

The screenshot displays the Luna Community College my_account page. The header includes the college logo and tagline "Creating Opportunities for You!". Below the header is a navigation bar with links: Home, About LCC, Apply to LCC, Register Online, Course Schedule, Campus Directory, My LCC Sign In, and a search bar. The main content area is titled "Students" and lists "Student Online Resources". These resources are categorized into four account areas: Luna account area (PASSport, My Schedule, My Financial Account, Track Financial Aid, Grades), Blackboard account area (Blackboard), Pathways account area (Register for Classes, My Schedule, My Financial Account, Track Financial Aid, Grades), and Email account area (Email). At the bottom, there is an "Account Tools" section with a link to "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 Community College my_account page. The sidebar on the left contains navigation links for various departments and services. The main content area is divided into sections for account information, account tools, and additional online resources. The 'Staff' section is highlighted with an orange arrow, indicating the focus of the instruction.

Navigation Links (Left Sidebar):

- 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
- Shared Governance

QUICK LINKS (Left Sidebar):

- Online Forms
- The Luna Light
- Cafe de Luna
- Student Handbooks
- My Grades
- Consumer Information
- Institutional Self Study
- 2017 Special Monitoring Report
- Transcript Request Form
- Online Transcript Request
- LCC Strategic Plan
- BOT Minutes
- Leave Feedback

Main Content Area:

- 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
- Additional Online Resources**
 - Online Forms
- Staff**
 - LCC Accreditation Page
 - Courses You're Teaching
 - Leave Summary
 - Social Security Information
 - View your paystubs
 - Advisement Portal
 - Release Print Jobs in CX - Instructions
 - Academic and Faculty Standard Operating Guidelines
 - LCC Employee Handbook
 - LCC Faculty Handbook
 - Sexual Harassment Complaint Form



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