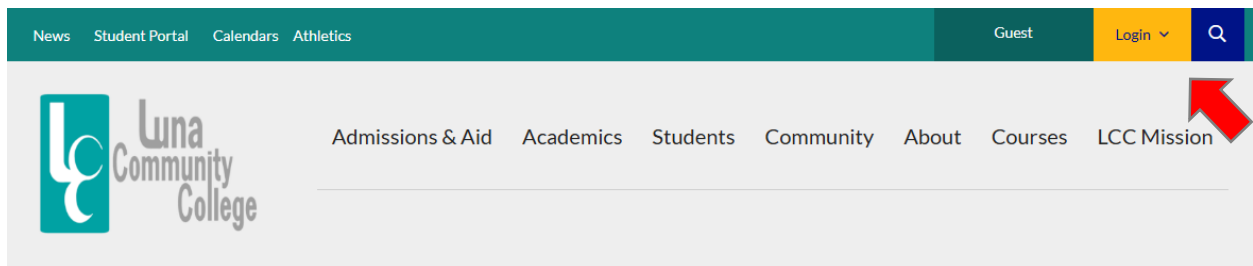


How to create your Student Account

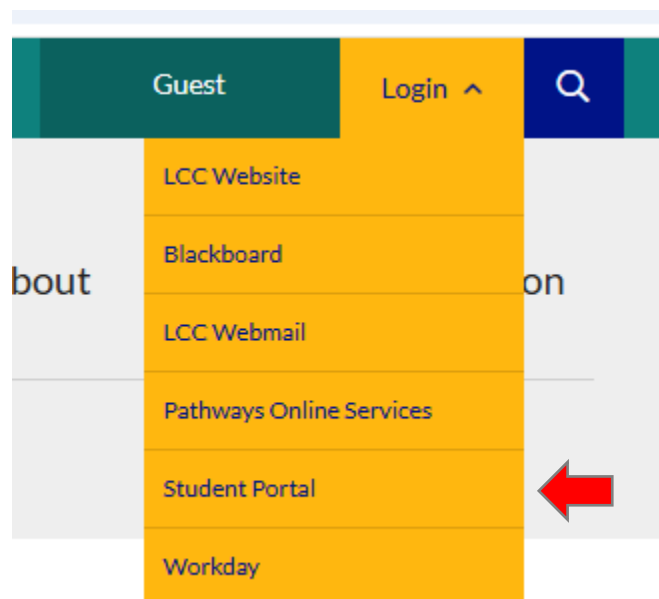
Luna Guide For First Time Students

Now that you have been admitted to Luna, your next step is to create your student account. This account extremely important as it will provide you access to your courses through Blackboard, your Luna Email, and your Student Portal.

Step 1: Go to the Luna website homepage (<https://luna.edu/>) and find the login button.



Step 2: Click on the login button to open the login ribbon. Then click on the Student Portal option.




Step 3: You will be taken to a page that says “Welcome to LCC Student Portal.” Under the login in button, click on the CREATE ACCOUNT/RESET PASSWORD link.

Welcome to
LCC Student Portal

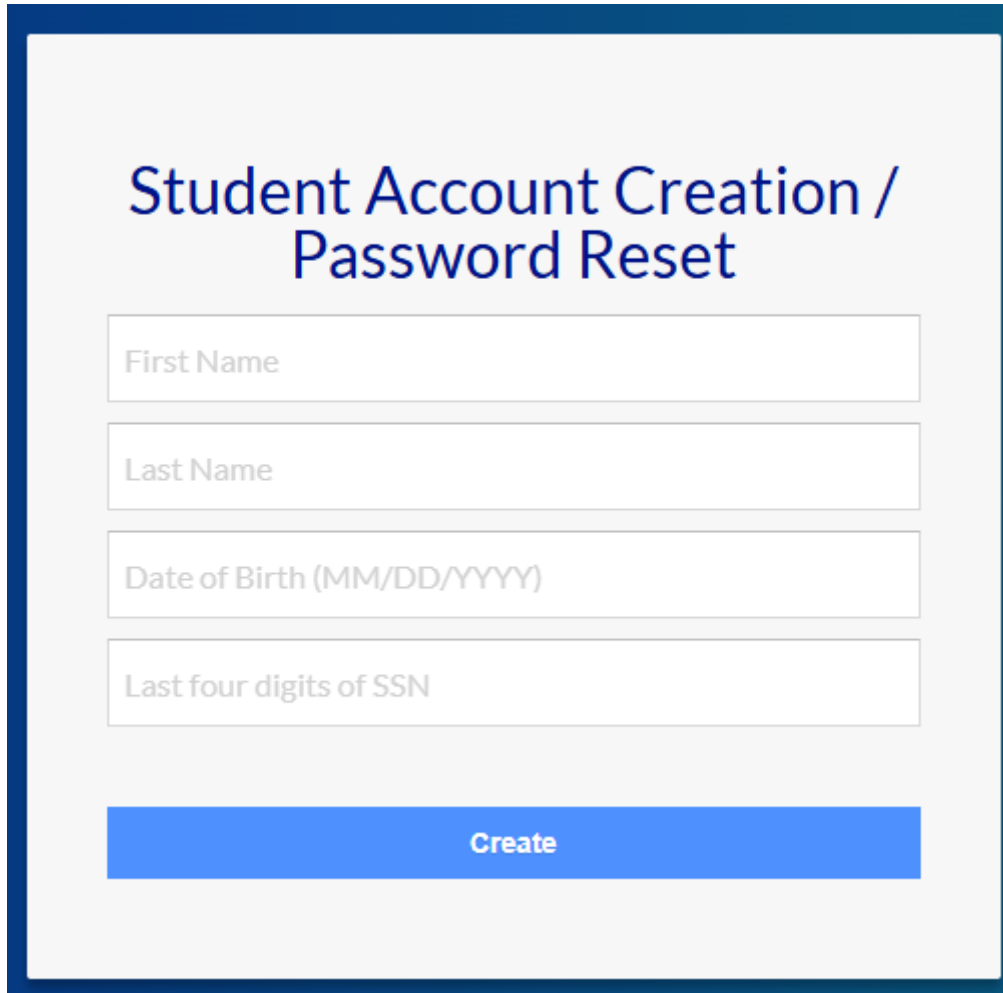
Username
Username

Password
Password

LOGIN

[CREATE ACCOUNT/RESET PASSWORD](#) 

Step 4: You will have been taken to a new page with the following:



The image shows a web form titled "Student Account Creation / Password Reset". The form is enclosed in a blue border and contains four input fields stacked vertically, followed by a blue "Create" button. The input fields are labeled "First Name", "Last Name", "Date of Birth (MM/DD/YYYY)", and "Last four digits of SSN".

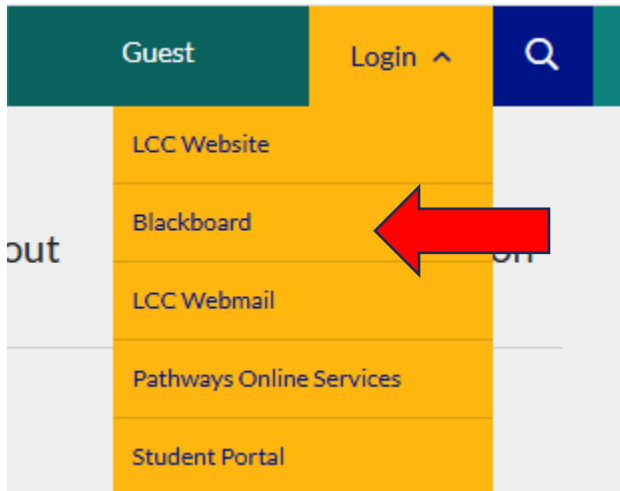
From here, fill out all the required fields and then click on the create button. For the date of birth please write it out as show in the parenthesis with slashes (/). If you are in the LCC system, you will then be taken to a page that provides you your student account Username and an autogenerated password. The provided password and username is the same for the LCC website login, access to blackboard, your LCC Email, and your Student Portal. This password cannot be changed, so be sure to have it written down somewhere for ease of remembrance. Should you forget it, or need to change it, you can do so through the same process as making it.

**If the system does not find you or you are unable to complete this last step, reach out to Admissions office to check that your information has been entered correctly into the system. **

Exploring Your Student Account

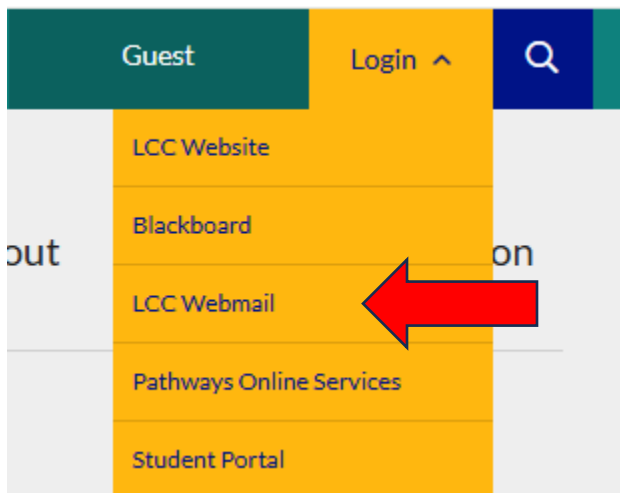
Now that you have created your Student Account, let's briefly go over what it grants you access to. Each of the following can be accessed through the Luna homepage via the login ribbon on the righthand side of the page.

- Blackboard



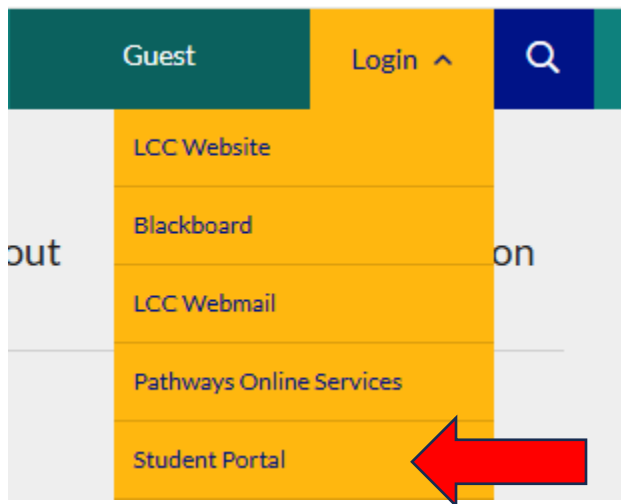
Blackboard is where you will access your classes and be able to see your books. Your instructor(s) will submit assignments, lessons, and course material here.

- LCC Webmail



Your LCC Webmail is where you will access your Luna email, and which should be used for all Luna communications. Whenever reaching out to your instructors, or any Luna administration via email, you should be using your Luna email. Please always check this email as it is often updated with important school information and updates. Your instructor may also use your LCC email when reaching out to you, so always be sure to keep an eye on it.

- Student Portal



This is where you will access your student portal, where you will be able to view all of your student information. This included any fiscal information, personal information, official grades, financial aid, course history throughout semesters, and more. You can access an unofficial transcript of your Luna courses here as well as view and download your schedule.