Get Connected to LRCC
A guide to accessing your Student Accounts

The Student Information System (SIS) is your central location for all your information. SIS has three categories:

**Personal Information** – includes your EasyLogin access information, security question, addresses, emails, phone numbers, advisor, and LRCC Alerts information.

**Student** – Register for classes, add/drop classes, review and print your detail class schedule, see your final grades, print unofficial transcripts, request official transcripts, and make payments.

**Financial Aid** – If you are receiving financial aid, this tab provides you with information regarding your status and loans.

Explore the Student Information System and become familiar with its content.

**Step 1: Log into SIS**

1. Go to [www.lrcc.edu](http://www.lrcc.edu) and select SIS at the top of the home page.
2. Select “New Users” from the Online Resources page.
3. Select “Enter Secure Area Here”.
4. You will need to enter your User ID and PIN Number.
   a. Your User ID is your Student ID number (including the “A”). You can find your Student ID number on your official school documents (i.e. Acceptance Letter, class schedule, etc.)
   b. Your PIN is your 6-digit date of birth (MMDDYY).
5. First time users must create a new PIN# (6-15 numbers), no letters or symbols and choose a security question.
6. You will also be prompted to sign up for the Emergency Notification System – LRCC Alerts.

LRCC Alerts is a notification system that is designed to communicate with cell phones (via text and voice messages), landlines, and e-mail systems should there be a crisis, emergency situation or weather closure/delay.

**Step 2: Obtain your Username and Password**

1. Once in SIS, select Personal Information then select Student EasyLogin Information to view your EasyLogin username and password.
2. Click on Activate/Manage EasyLogin link to enable the 24/7 password reset feature.
   Note: Once you change your EasyLogin password, the default password will not work.

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Need more help?
Call (603) 524-3207 Mon-Thu, 8:00am-6:00pm and Fri, 8:00-4:00pm or email [Laconiahelp@ccsnh.edu](mailto:Laconiahelp@ccsnh.edu)
Blackboard 24/7 Online Support Center: [http://ccsnh.edusupportcenter.com](http://ccsnh.edusupportcenter.com) - Phone (888)281-1567
Step 3: Access My LRCC

1. Go to www.lrcc.edu and select “MyLRCC” at the top of the home page.

2. Access your student accounts from the Online Resources page by selecting the Blackboard, SIS or Student Email link. You will need to use your EasyLogin user name and password.

Blackboard is the online teaching software used by faculty at LRCC. It is also used in many face-to-face classes. Explore Blackboard and check out the information your instructors have posted for your classes. Please note that if you receive the message “You are not currently enrolled in any course” it is either because your course instructor has not made the course available yet.

Blackboard is an amazing portal; however, it can be difficult to find what exactly you are looking for, especially for first time users. Blackboard 24/7/365 Support now available at: http://ccsnh.edusupportcenter.com or call (888) 821-1567.

LRCC provides each student with a college email address which is automatically generated upon acceptance into a program or after your first course registration. This email is the official means of all electronic communication between you and the college. Your email address is your EasyLogin username followed by @students.ccsnh.edu.

Check your student email regularly

Select the “Student Email and Office 365” link from the Online Resources page. Click on the link for instructions to download your FREE version of Office 365.

Use your EasyLogin user name and password for off campus access to most library online resources.

HOW TO REGISTER ONLINE, PRINT YOUR CLASS SCHEDULE, AND REQUEST A TRANSCRIPT

Go to www.lrcc.edu and select SIS at the top of the home page, select from the Online Resources page. Enter your EasyLogin user name and password.

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