LoLA Quick Start Guide for Students
Website: https://my.lctcs.edu

Overview
LoLA (Log On Louisiana) is a powerful online tool that will allow you to completely manage your college career. LoLA will be your 24/7, one stop resource for the upcoming semester. You can use LoLA to: monitor your financial aid application, register for classes, review your class schedule, check on important upcoming dates, access Canvas, and catch up on campus news and announcements.

This handout is in three sections:

1. Instructions to log in if you know your log in information
2. Instructions if you do not know your log in information.
3. Log in to Canvas

Instructions to Log In – Information Known
If you know your log in information, follow the following steps:

Step 1
Go to the website
https://my.lctcs.edu

Step 2
Enter your user name

Step 3
Enter your password

Step 4
Click “Sign In”
Instructions to Log In – Information Unknown

If you do not know your log in information, follow the following steps:

Step 1
Go to the website
https://my.lctcs.edu

Step 2
- Click “I don’t know my username”
- You may either choose to “Send E-Mail” or “Verify Personal Information” to receive your username.
- WRITE THIS DOWN

Step 3
- Click “I don’t know my password”
- You may either choose to “Send E-Mail” or “Verify Personal Information” to receive your username.
- WRITE THIS DOWN

Step 4
- Enter your username and password
- Click “Sign In”

Record Your Information

Username: _______________________________________________________

Password: _______________________________________________________
### Log In to Canvas

You must have your LoLA log in information in order to be able to log into Canvas.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Go to the website <a href="https://my.lctcs.edu">https://my.lctcs.edu</a></th>
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</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>• Log In to your LoLA account</td>
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<tr>
<td>Step 3</td>
<td>• Look in the middle of your screen and you will see</td>
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<td>Step 4</td>
<td>• Click <strong>Northwest Louisiana Technical Community College</strong></td>
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<tr>
<td>Step 5</td>
<td>• Enter your LoLA username and password</td>
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<td>Step 6</td>
<td>• Click <strong>Courses</strong> on the left hand side of the screen</td>
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<tr>
<td>Step 7</td>
<td>• Click <strong>All Courses</strong></td>
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<tr>
<td>Step 8</td>
<td>• Select your course</td>
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