LoLA Access Instructions for New Employees

Go to the Fletcher homepage at www.fletcher.edu

Enter the LoLA portal by clicking on “LoLA Login” at top of the home page.
First time LoLA users – click on the gold “CHANGE YOUR PASSWORD” LINK, at the bottom of the LOGIN TO LOLA box.

Reset your password

Welcome! You can use this tool to reset the password for your Log on Louisiana (LoLA) account.

If you have trouble using this tool, please try the following:
- Send an email to support@lctcs.edu
- Chat live with the help desk
- Call the Support Line at (844) 465-2827.

How would you like to start?

Send E-Mail

Verify Personal Information

Click on the “Verify Personal Information” box.
Enter your social security number and date of birth.

Social Security

XXX | XX | XXXX

Birthday

Year  Month  Day

Enter your social security number (do not enter any dashes), then enter your birthday information, then click “next”.

Confirm your username

John Doe

Yes, this is the username I use to log on to LoLA.

Your first and last names should appear, all lower case. Check the box to confirm your name is correct, then click “next”.
Choose a new password

Your new password must meet the following:
Must not contain you first or last name
Must be between 12 and 20 characters in length
Must contain at least one uppercase letter
Must contain at least one number
Must contain at least one of the following: *+=
Must only contain letters, numbers and one of *+=
New password and confirmation must match

Create your password in the “New Password” box first. As you enter the password, you will see a green check mark appear as you meet each of the requirements on the list.

Once you successfully create the password, enter your new password in the “Confirm Password” box. Again, green check marks will appear as you meet each of the requirements. Click the “next” button.

The next page will confirm that your password has been successfully set (or re-set if you are simply changing your password). Click the “Return to LoLA” button.

You will be returned to the LoLA login page. Enter your User Name and Password, then click the green “SIGN IN” button.
You will be logged into the LoLA portal.

Your “home page” may have different options, based on your job, and access. All employees have the section in the top middle “Self Service Banner (Banner 9)”, as well as the “Home”, “Employee”, and “Training” tabs at the top left on the page.
If you click on “Personal Information” you will be able to view and update your biographical and demographic information. You will also be able to create, view, and update your direct deposit allocations.

If you click on “Employee”, you will be taken to your Employee Dashboard.

Your Employee Dashboard contains information on your:

- Leave Balances (as of “today’s date”)
- Pay Stubs, Earnings, Taxes, and Direct Deposit Allocations
• Benefits, and Deductions History
• Job Summary
• Employee Summary

Click on the applicable section to see its content.