

## How to log into MyLAKESHORE

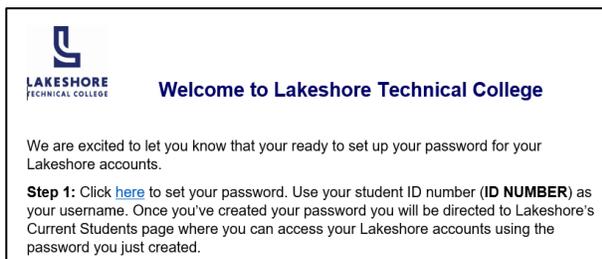
**Requires any Modern Browser: Microsoft Edge, Google Chrome, or Mozilla Firefox.**

1. Select the link in the Welcome email.

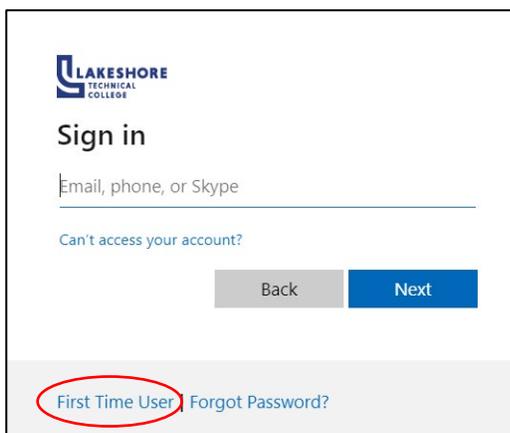
If the email is no longer available or you did not receive the Welcome email, you can access MyLAKESHORE on the Current Students page on LTC's website at [gotoltc.edu](http://gotoltc.edu).

- a. Click on **Current Students**

- b. Select the **MyLAKESHORE** icon.



2. Select the **First Time User** link.



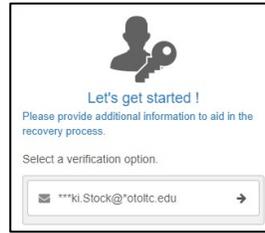
3. Use your **LTC ID Number** as your **Username**.

4. Click **Submit**.

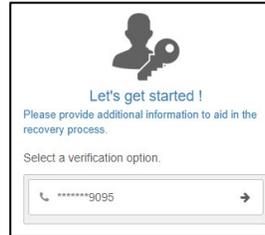


5. Select the method to receive your verification code.

a. Email:

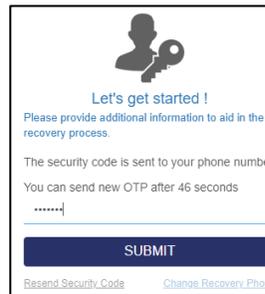


b. Text (cell phone)



6. Enter the verification code.

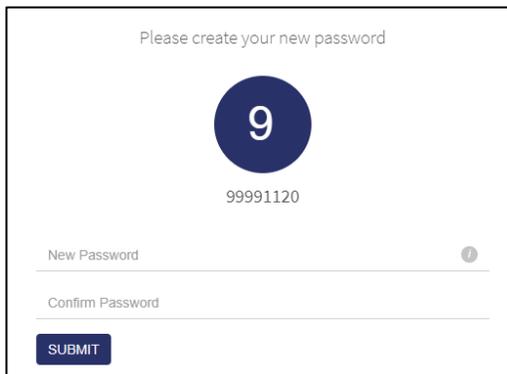
7. Click Submit.



8. Create your password.

Your password must meet the following policy conventions:

- Passwords must be at least 15 characters in length.
- Passwords must contain characters from at least three of the following four categories:
  - English uppercase alphabet characters (A–Z)
  - English lowercase alphabet characters (a–z)
  - Base 10 digits (0–9)
  - Non-alphanumeric characters (for example, !,\$#,%)
- Too many failed attempts will create a temporary lock on your account, such that you will need to wait 15 minutes before retrying.
- The last ten versions of your password cannot be reused.
- Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.



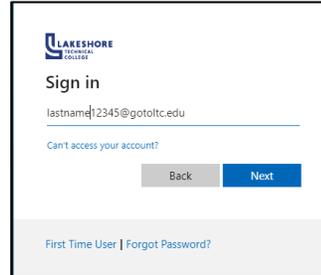
9. Click **Submit**. You will then be redirected to LTC's Current Students page.

10. Select the **MyLAKESHORE** icon.



11. Enter your LTC email address as your **Username**.

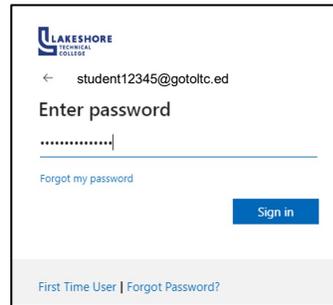
Your email address is your last name and the last 5 digits of your LTC Student ID number followed by @gotoltc.edu.  
(Example: [lastname12345@gotoltc.edu](mailto:lastname12345@gotoltc.edu))



12. Select **Next**.

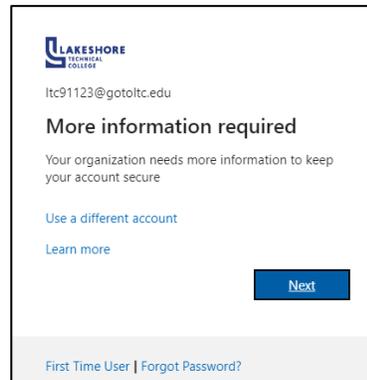
13. Enter your **password**.

14. Select **Sign in**.

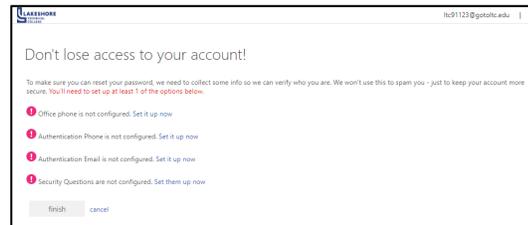


It is recommended that you set up at least to two of the Account Recovery options. To do this, please follow steps 15 – 17.

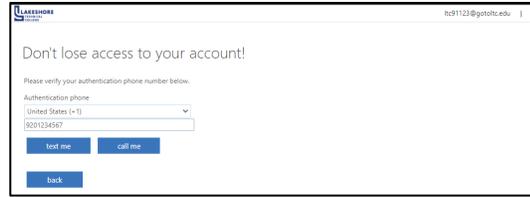
15. Select **Next**.



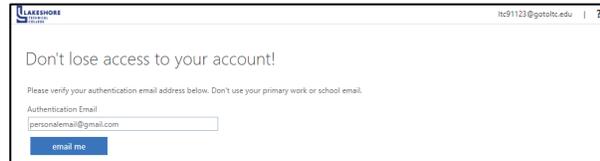
16. Complete the set up for two of the options listed by selecting **Set it up now**.



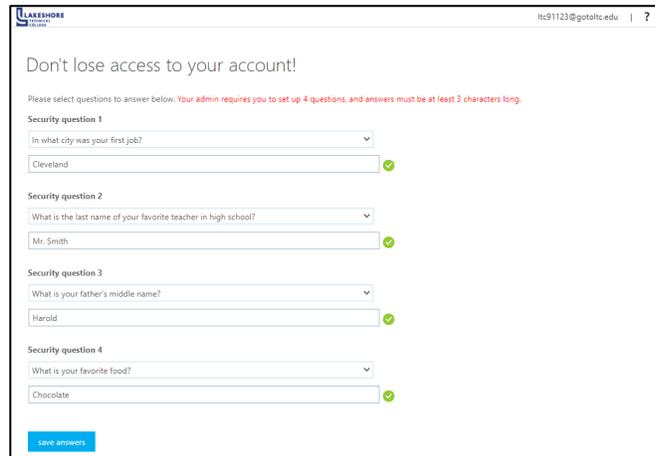
- a. **Authentication Phone:**
  - i. Select **United States (+1)** from the dropdown.
  - ii. Enter your **phone number**.
  - iii. Select your preferred method (text me or call me) to receive your authentication code.
  - iv. Enter the code and select **verify**.



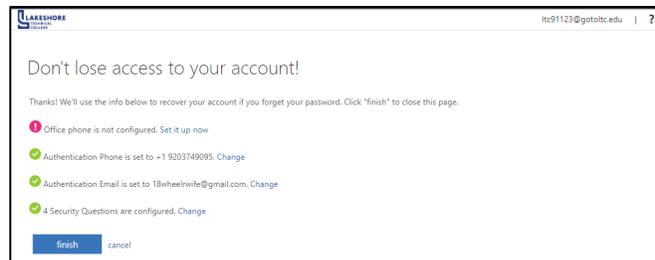

- b. **Authenticate Email:**
  - i. Enter your personal email address.  
**NOTE: You cannot use your LTC email address for your recovery email.**
  - ii. Select **email me**.
  - iii. Enter the code and select **verify**.




- c. **Security Questions:**
  - i. Select a **Security question** from the dropdown for all 4 security questions.
  - ii. Enter your answers.
  - iii. Select **save answers**.



17. Select **finish**.



CONGRATULATIONS! You have successfully set up your password to access MyLAKESHORE and all the tools you'll need to be successful in your educational journey at Lakeshore Technical College!

To watch a video tutorial on how to log into MyLAKESHORE, please click [here](#).

For questions or additional information on how to log into MyLAKESHORE, please contact LTC's Help Desk at [LTCHelpdesk@gotoltc.ed](mailto:LTCHelpdesk@gotoltc.ed) or 920.693.1767.

LAKESHORE TECHNICAL COLLEGE DOES NOT DISCRIMINATE AGAINST PROTECTED CLASSES, INCLUDING BUT NOT LIMITED TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, OR GENDER-INCLUDING SECUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION, DISABILITY OR AGE IN EMPLOYMENT, ADMISSIONS, OR ITS PROGRAMS OR ACTIVITIES. TO HANDLE INQUIRIES REGARDING LAKESHORE'S NONDISCRIMINATION POLICIES, CONTACT MGR-ACCESS, EQUITY, & INCLUSION (STUDENTS) 920.693.1120, [NICOLE.YANG@GOTOLTC.EDU](mailto:NICOLE.YANG@GOTOLTC.EDU) / EXECUTIVE DIRECTOR OF HUMAN RESOURCES (STAFF/OTHERS) 920693.1139, [MARISSA.HOLST@GOTOLTC.EDU](mailto:MARISSA.HOLST@GOTOLTC.EDU), 1290 NORTH AVENUE, CLEVELAND, WI 53015. TTY 711 GOTOLTC.EDU/EQUAL-OPPORTUNITY-STATEMENT