

### 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.

- 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)



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Please provide additional information to aid in the			
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- 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.

Please create your new password	
9	
99991120	
New Password	0
Confirm Password	
SUBMIT	



10. Select the MyLAKESHORE icon.



Sign in

lastname12345@gotoltc.edu

First Time User | Forgot Password?

student12345@gotoltc.ed
Enter password
Forgot my password

First Time User | Forgot Password?

Back

n't access your account

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: <u>lastname12345@gotoltc.edu</u>)

- 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.



Sign in

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





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#### a. Authentication Phone:

- i. Select **United States (+1)** from the dropdown.
- ii. Enter your **phone number**.
- 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.



We've sent an email message containing a verification code to your inbox.

#### c. Security Questions:

- i. Select a **Security quest**ion from the dropdown for all 4 security questions.
- ii. Enter your answers.
- iii. Select save answers.

#### 17. Select finish.

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Don't losa access to your account!		
Don't lose access to your account:		
Please select questions to answer below. Your admin requires you to set up 4	questions, and an	swers must be at least 3 characters long.
Security question 1		
In what city was your first job?	~	
Cleveland		<b>0</b>
Security exection 2		
What is the last energy of using fourish teacher in birth school?	~	
what is the last name of your lavorite teacher in high school:		1
Mr. Smith		<b>⊘</b>
Security question 3		
What is your father's middle name?	~	
Harold		0
Security question 4		
What is your favorite food?	Ŷ	
Chocolate		0

AESHORE Investor	ltc91123@gotoltc.edu
Don't lose access to your account!	
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.	
I Office phone is not configured. Set it up now	
Authentication Phone is set to +1 9203749095. Change	
Authentication Email is set to 18wheelrwife@gmail.com. Change	
4 Security Questions are configured. Change	
finish cancel	

verify

try again



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 <u>LTCHelpdesk@gotoltc.ed</u> or 920.693.1767.

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