

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

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|---|---|---------------------------------------|
| SUBJECT: Log-In Procedures for Webmail, Voicemail, Self-Service Account and Self-Service Password | Effective Date: July 1, 2011 | Policy Number: 05-1-005 |
| | Supersedes: Policy: Date: | Page 1 Of 2 |
| | Responsible Authority: Director of Information Technology | |
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I. Purpose of the policy/Policy statement

II. Applicability/Scope


This policy applies to all members of the College: employees and students

III. Process for Implementing Procedure

| Responsibility | Action | Timeline |
|----------------|--|-----------|
| Employee Users | <u>To log into LOC Webmail:</u> Go to the LOC website and click on the Webmail icon In the username field enter the following: locadmin\first name_ last name Your password is your regular computer password | As needed |
| Employee Users | <u>Checking Voice Mail Away from Campus</u> 1. Dial 435-1999 (listen for system voice instructions) 2. Enter you extension, last four digits of your 435-xxxx number 3. Enter your pin code 4. Follow instructions | As needed |
| Student Users | <u>How to create a Self-Service Account</u> Step 1: Go to the LOC website and click on the Power Campus icon. Step 2: Click on "Request Account" Step 3: Fill in the requested information. Your "System ID" is your student ID number -without the dashes. Step 4: Click the "Request Account" button. Step 5: Check your LOC email account. Your Power Campus password will be sent there. If you don't have an LOC email, go to the first floor of GOH. In the middle of the hall, there is a glass wall where everyone's LOC email account is listed. The same information is posted in the ADCP offices | As needed |
| Student Users | <u>SELF-SERVICE PASSWORD REMINDER</u> Step 1: Go to the LOC website and click on the Power Campus icon. Step 2: Click on "Forgot Password" Step 3: Fill in the requested information. Step 4: Check your LOC email account. Your Power Campus password will be sent to your LOC email. If you don't have an LOC email, go to the first floor of GOH. In the middle of the hall, there is a glass wall where everyone's LOC email account is listed. | On-going |
| All Users | If further assistance is needed, email helpdesk@loc.edu | Ongoing |

IV. Related policies/References for more information

See Student Handbook

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| Authorizing Official: <u></u> | Authorization Date: <u>10/10/11</u> |
| Title: <u>Director of Title III</u> | |