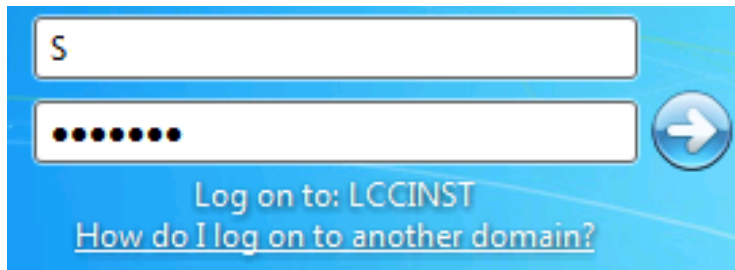


LCC Student Guide to Computer and Network Resources

Updated: 8-23-15

Computer Log On:

Use your S# for Username. The default password is your birthday in MonthDDYYYY format (e.g. May011990) unless you have used an LCC computer to change it during the current term.



It is recommended to change your password. This can be done on any computer located in a computer lab on campus including Todd-Burch Hall. After login, press <Ctrl> <Alt> and select Change Password. Passwords must be a minimum of 8 characters and contain at least 3 of these 4 requirements: uppercase, lowercase, number, symbol (e.g. !@#\$). **Passwords are reset to birthdays for each term.**

Email:

You were provided a @student.cccs.edu email account upon registration completion. The email service is provided by Microsoft. **Email is the primary method used by LCC to communicate with you, so check your account often.** Support for your student email account is available at <http://help.cccs.edu>.

Saving and Accessing Files:

Using personal storage devices (e.g. usb/flash drives) on LCC computers is not permitted due to the potential security risks associated with such devices. Files created on LCC computers should be saved to a cloud storage location. As an LCC student, you have free access to Microsoft's cloud storage solution, [Microsoft OneDrive for Business](http://www.lamarcc.edu). Support documentation for OneDrive is available at www.lamarcc.edu > Student Support > Technology Services. Files saved to LCC computers e.g. the desktop, My Documents are only available on the computers on which they are saved, may be deleted at any time, and are unrecoverable if data loss should occur.

Printing:

Each term, you are allocated 75 printed pages (2 sided print jobs count as 2 pages) free of charge. **Subsequent print jobs are charged at the rate of \$.10 per printed page (2 sided print jobs cost \$.20).** Print Vouchers for additional printing can be purchased for \$5.00 each (50 printed pages) at the Cashier's office, located in the Betz Technology Center, Student Services, M-F 8am-5pm. Instructions for redemption are on the Print Voucher. **Vouchers are good only through the current term. Remaining balances are non-refundable and do not carry over into subsequent terms.**

LCC uses the program PaperCut to manage print services. Your print service account information is accessible from an LCC computer by either by clicking on the PaperCut program icon located in the notification area of the desktop and then clicking Account details (see fig.1 and 2 below). From personal devices enter <https://printing.lamarcc.edu> into your web browser. Credentials are the same as your computer log on.

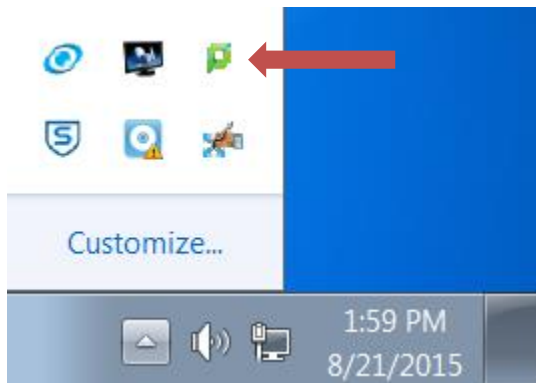


Fig 1

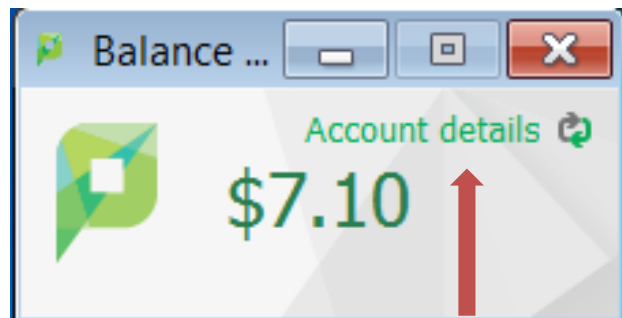


Fig 2

Printing from Personal Devices (Web Print)

LCC students may print from personal Wi-Fi capable devices to select printers on campus. Printing is limited to academic/business purposes. Devices must first be connected and users authenticated to the wireless network LCCGuest. File formats supported for web printing include: Microsoft Office Word, PowerPoint, Excel 2003 or later, Microsoft XPS, and Adobe PDF.

1. Begin by logging into the print services management web site: <https://printing.lamarcc.edu> using your wireless network logon credentials.
2. After login, from the menu located on the left side of the web page, click Web Print.

3. Click Submit a Job.
4. Select the desired printer.
5. Enter number of copies and click Upload Document.
6. Drag a file onto the page or click Browse and select the desired file from your device. File size limit is 10 MB.
7. Click Upload & Complete.
8. Job status will show Rendering then Finished: Queued for Printing.
9. Either click Submit a Job to upload another document or click Log Out.

For situations involving printer malfunctions (e.g. paper jams, out of toner) during a print job, refunds may be given in the form of a credit of the charged amount back to your account. Contact the LCC IT Help Desk in these situations.

Wireless Internet Access:

Access to the Lamar Community College "LCCGuest" wireless network is to be used by students of the College when using personal devices for LCC academic purposes.

After connecting to the LCCGuest network, opening a web browser will present an authentication page.

Please read the Acceptable Use Policy before authenticating.

Students use S# for username. The password is your date of birth in MonthDDYYYY format (e.g. May011990) unless you have changed it during the current term using an LCC computer, in which case, the new password would be used.

Support Contacts:

LCC IT Help Desk at it.helpdesk@lamarcc.edu, 719.336.6666 M-F 8a-5p for support of the following:

computer login, classroom software and hardware, printing, OneDrive for Business, wireless internet access

CCCS 24x7 Help Desk at <http://help.cccs.edu>, 1.888.800.9198 for support of the following:

LopeAccess (college portal) access, D2L (LCCOnline, CCCOnline), student email