USING LOPE ACCESS FOR THE FIRST TIME

☐ Go to www.lamarcc.edu or www.lamarcc.edu/adjunctfaculty.html.

☐ Click on the *Lope Access* link/icon.

    o Consider saving the college's website and Lope Access URLs as favorites on your computer.

☐ In the *Username* box, enter your student identification number (SID).

    o Be sure to always include a capital 'S' when entering your number.

    o Call Jessica Medina at 719-336-1521 for Arts & Science or Susan Bowles for CTE if you do not have your SID.

☐ Your initial *Password* is your date of birth (MMDDYY);

    o Click *Login*.

☐ Select a Password Recovery Question and Answer;

    o Click on *Submit*.

☐ You will be asked to change your password the first time you login.

☐ Type and retype a NEW password.

    o Must be at least six (6) characters long with numbers and letters.

    o Click *Save Changes.*

☐ Congratulations! You have activated your LCC *Lope Access* portal account.

If you need help with this process, please call the Information Technology Services Help Desk at 800.583.4081 or 888.800.9198.