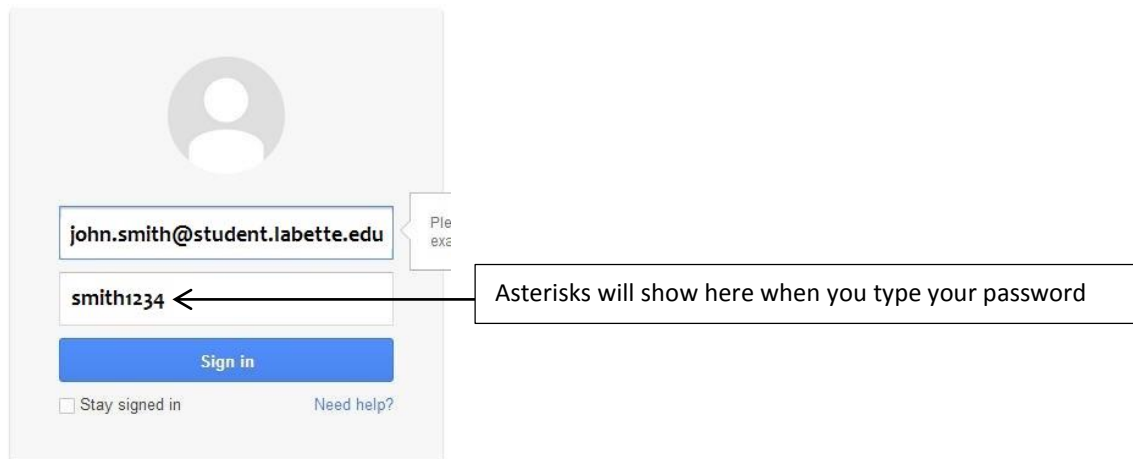


LCC Student Email

Email accounts for first-time enrollees may take up to **48 hours to be generated**. This is the **ONLY** email account used by LCC employees. Check your account regularly for important information and communication regarding classes (particularly on-line classes), financial aid, cancellations, and events.

1. Go to <http://www.labette.edu>
2. Click the **Email** icon located in the upper right side of the page.
3. Click the **LCC Student Email** icon on the left side of the page.
4. Enter your student email address in the appropriate area using the following format.
firstname.lastname@student.labette.edu
5. Your password will be your last name plus the last four digits of you social security number. (See example below.)



The image shows a login form with a grey background. At the top is a circular profile icon. Below it are two input fields. The first field contains the email address "john.smith@student.labette.edu" and has a small tooltip that says "Please enter". The second field contains the password "smith1234" and has an arrow pointing to it from a larger box that says "Asterisks will show here when you type your password". Below the password field is a blue "Sign in" button. At the bottom left is a checkbox labeled "Stay signed in" and at the bottom right is a link labeled "Need help?".

Note: If your last name contains only three letters, your password will be your first name initial plus your last name plus the four digits. Example: Jane Doe, password would be jdoe#### with #### being the last four digits of your social security number.

If you have a personal Gmail account already setup you will need to choose “add account” and enter the information stated above.



If you have the same first and last name of another student already in the system there will be a number at the end of your last name. For example: john.smith1@student.labette.edu

If you have trouble logging on call 620-820-1146 or email computersupport@labette.edu