

My.LSSU – Login Instructions

To enter My.LSSU, go to: <http://my.lssu.edu>. Under Secure Access Login enter the following:

User Name – Degree seeking students - Your User Name is assigned to you upon acceptance to LSSU and is provided in your LSSU acceptance letter. Non-degree part-time students – you will be given your User Name the first time you register for courses. If you do not know your User Name, please see Password Resets & User Notification below.

Password – initially set as your date of birth (mmddyy) – 6 digits long. You can change your password any time by clicking on My Account (upper left corner).

I Forgot My Password - If you have forgotten your password, click on **Reset My Password** and follow the prompts. Please note, current Canadian students will be required to use the last 5 digits of their SEVIS number located on their I-20 for resetting their password. Canadian students without a current SEVIS I-20 form are required to complete the form below for resetting their password.

Password Resets & User Name Notification - Password resets and User Name notification can not be completed by phone. Students will need to show picture ID at the Registrar's (located in the Fletcher Center for Student Services). If you are not in Sault Ste Marie, you may request a password reset or User Name notification by completing the form below and mailing or faxing it to the Registrar's Office at LSSU. For additional information or help, please contact the Registrar's Office by email: registrar@lssu.edu or by phone: 906-635-2682.

Anchor Access: Once you've entered My.LSSU, your academic and financial records can be found in **Anchor Access** (found within the "LSSU Web Services" channel). Click on Anchor Access to: register for classes, view financial aid information, view your tuition statement, pay tuition online, view and print unofficial transcripts, change your address, and more.

Request for User Name Notification or Password Reset for My.LSSU

Please complete and sign form, then mail or fax to the Registrar's Office. Your User Name or new password will be mailed or faxed to you depending on information provided.

Please check one: **I require my User Name** **Reset my Password**

Student Name _____

(Please Print) Last First Middle

Student ID _____ Birth date: _____

Current Address _____

_____ Phone: _____

Please mail my new Password or User Name to: _____

Please Fax my new Password or User Name to: _____ Attn: _____

Student's Signature: _____

Requests can NOT be processed without your signature.