

My.LSSU – Login Instructions

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

User Name – usually the first initial of your first name, followed by your last name, but may also contain the first initial of your middle name.

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 - Password resets can not be completed by phone. Students will need to show picture ID at the Student Service Counter (located in the Fletcher Center for Student Services). If you are not in Sault Ste Marie, you may request a password reset by completing the Request for Password Reset Form and mailing or faxing it to the Registrar's Office at LSSU. For additional information or help, please contact the Registrar's Office or Student Service Counter by email: registrar@lssu.edu or by phone: 906.635.2682 or 906.635.2232. You may also contact the IT Help desk at: 906.635.6677.

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 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.