



**ONLINE REGISTRATION WORKSHEET**

You will be using Anchor Access to register for your courses. To access Anchor Access, 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 (mmdyy) – 6-digits long. You can change your password any time in My.LSSU 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.

**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 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 or User Name notification by completing the form available online at: [http://www.lssu.edu/registrar/pdf/MyLSSU\\_Login\\_Instr.pdf](http://www.lssu.edu/registrar/pdf/MyLSSU_Login_Instr.pdf) 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](mailto:registrar@lssu.edu) or by phone: 906-635-2682 or 906-635-2232.

**Anchor Access** – From the My Home page, click on Anchor Access, found within the LSSU Web Services Channel. If you are a degree seeking student, you will need to meet with your academic advisor before registering for your courses online. Each semester you will have a Web Advisor hold placed on your records. Once you have met with your advisor, this hold will be released allowing you access to the online registration functions in Anchor Access.

Some courses have prerequisite, or co-requisite requirements. Prerequisites are courses, or test scores that you must have in order to be eligible to register for a course. Co-requisites are courses you must enroll in during the same semester. Course prerequisite, co-requisite requirements are listed in the LSSU Catalog under Course Descriptions and also available in Anchor Access. Only the instructor of a course, or appropriate dean, can override prerequisite or co-requisite requirements.

CRN	Course	Course Title	Credit
<b>Total Credits:</b>			