

LSC's Password Self-Service

Click on the Password Self-Service link under Email Logins

[Change my Password](#)

Change your password if you know your current password

[Reset my Password](#)

Reset your password if you don't know your current password

[Unlock my Account](#)

Unlock your account if you remember your password

[Edit my Profile](#)

Edit the questions and answers in your Password Reset Profile

[Change my Password](#) (You must know your current password)

Click **Change my Password**

Enter *your LSCnet account username & password*

Click **Continue**

You may choose a new system-generated password or create one yourself. Your password must be at least 8 characters long and have at least one uppercase, one lowercase, and one numeric character.

Click **Change Password**



Self-Service Password Management

You can click on "Generate Password" multiple times to pick a generated password, or you can enter your own password. When you have completed entering or generating your password, click on "Change Password".)

Remember to record the password before clicking on "Change Password".

Your password must be at least 8 characters.

It should include at least one of each of the following character types:

Uppercase (ABCD...), Lowercase (abcd...), Numeric (0123...)

<input checked="" type="radio"/> Generate	<input type="button" value="Generate Password"/>	<input type="text" value="Lanced74"/>
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<input type="radio"/> Enter	Password: <input type="text"/>
	Confirm: <input type="text"/>

You will automatically be returned to the Main Menu after 2:00 of inactivity

Inactivity Counter: 2:00

Edit my Profile

To be able to reset your password you must first set up your profile.

Click **Edit my Profile**

Enter *your LSCnet account username & password*

Click **Logon**

Fill in answers to 3 questions

Select two questions from the dropdown menu and enter the answers. The third question text box is available for you to create your own unique question. Type the question and then type your answer in the box below it.

Example:

The screenshot shows the 'Self-Service Password Management' interface. At the top is the Lake Superior College logo. Below it, the text reads 'Self-Service Password Management'. A blue message states: 'Answer these questions to complete your profile. You must supply the question and the answer for the third question.' Below this, a section titled 'Answers to all questions are required' contains a form with two pre-selected questions and one custom question. The first question is 'What is your favorite food?' with an empty answer box. The second question is 'What is my mother's middle name?' with an empty answer box. The third question is 'What is my mother's middle name?' with an answer box containing five asterisks. An 'Update' button is located below the form. At the bottom, a box indicates 'You will automatically be returned to the Main Menu after 2:00 of inactivity' with an 'Inactivity Counter: 2:00' and a 'Return to Main Menu now' button.

Click **Update**. If successful, you will get this screen:

The screenshot shows the success screen for the profile update. It features the Lake Superior College logo at the top, followed by the text 'Self-Service Password Management'. A blue message states: 'You have successfully updated your profile.' Below this, a box indicates 'You will automatically be returned to the Main Menu in 2:00' with a 'Counter: 1:56' and a 'Return to Main Menu now' button.

Click **Return to Main Menu now**

Reset my Password

If you don't know your current password and have already Edit my Profile, you can reset your own password.

Click **Reset my Password**

Answer the 3 questions from Edit my Profile

Once you have answered the questions successfully, you may choose a new system-generated password or create one yourself. Your password must be at least 8 characters long and have at least one uppercase, one lowercase, and one numeric character.

Click **Change Password**



Self-Service Password Management

You can click on "Generate Password" multiple times to pick a generated password, or you can enter your own password. When you have completed entering or generating your password, click on "Change Password".)

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<input checked="" type="radio"/> Generate	<input type="button" value="Generate Password"/>	<input type="text" value="Lanced74"/>
<input type="radio"/> Enter	Password: <input type="text"/>	Confirm: <input type="text"/>
<input type="button" value="Change Password"/>		
You will automatically be returned to the Main Menu after 2:00 of inactivity		
Inactivity Counter: 2:00		
<input type="button" value="Return to Main Menu now"/>		

Unlock my Account

If you mistype your login information too many times you may become locked out of your account.

Follow the Reset my Password directions above.