

Accessing Your LC State Account

This username and password will be used to access many LC State systems, including WarriorWeb, Canvas, WarriorMail, WarriorPrint, WarriorOne Card, Do More, Handshake, etc. On July 16th, you will be able to log into [WarriorHub](#) to access these systems.

To access your new account, you'll need to complete the initial account setup. This process may take up to 15 minutes to complete.

1. Use the [What's My Username?](#) page to retrieve your username. You'll need to provide:
 - First Name
 - Last Name
 - LCMail Email Address
2. After correctly entering your information, your username will be sent to your LCMail account.



Hello Allen,

Your Lewis-Clark State College Username is:

awarrior@students.lcstate.edu

Thank you,
Lewis-Clark State College

3. Then go to www.office.com and click 'Sign in' to log in for the first time.
4. Enter your username and click next. When it asks for your password, click the 'Forgot my password' link.



← awarrior@students.lcstate.edu

Enter password

Password

[Forgot my password](#)

Sign in

5. Follow the instructions to complete the captcha. On the next page, you should see your LCMail email listed as an option. Click the 'Email' button to send a verification code.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

You will receive an email containing a verification code at your alternate email address (aw*****@lcmail.lcsc.edu).

[Email](#)

6. The email should arrive in your LCMail inbox within a few minutes. Take note of the verification code and enter it into the password reset screen.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

We've sent an email message containing a verification code to your inbox.

[Next](#) [Are you having a problem?](#)

7. After confirming your verification code, you'll be asked to pick a new password. Your password must be at least 14 characters long and will expire every 6 months.

Your password should be a unique password that you only use for your LC State account. This password will protect all your student information; it's important it's secure.

8. After setting your password, return to www.office.com and log in with your new information.
9. After entering your username and password, you'll receive a message informing you that 'More information is required'. Click 'Next' to continue.



awarrior@students.lcstate.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

10. In the next steps, you'll register for MFA (Multi-Factor Authentication) to protect your account. We recommend using the Microsoft Authenticator, but you can choose between the following methods:
- Microsoft Authenticator Application – An application you can download from your phone's store. It can be linked with your account to provide you with a code at any time by referencing the app.
 - To choose the app, download the application (a QR code can be displayed by clicking the 'Download now' button) and click 'Next'.
 - Phone – When you log into a new device, Microsoft will send your verification code by text or an automated phone call.
 - To choose phone, select it from the 'I want to set up a different method' menu.
 - If you already use an authenticator, you can add your LC State account by selecting 'I want to use a different authenticator'.
11. Follow the instructions on screen to complete your MFA setup.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

12. After completing your MFA setup, you'll be asked to read and agree to LC State's Appropriate Use for Technology policy.

The screenshot shows the Lewis-Clark State College terms of use agreement. At the top left is the Lewis-Clark State College logo. The title is "Lewis-Clark State College terms of use". Below the title, it says "In order to access Lewis-Clark State College resource(s), you must read the terms of use." There is a dropdown menu with "Appropriate Use for Technology" selected. At the bottom, it says "Please click Accept to confirm that you have read and understood the terms of use." and there are two buttons: "Decline" and "Accept".

13. After accepting the agreement, your registration process is complete. If you have any issues or questions, please contact the LC State IT Help Desk by email at helpdesk@lcsc.edu or by phone at (208) 792-2231.