

1. Go to www.office.com and click 'Sign in' to log in for the first time.
2. 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

3. Follow the instructions to complete the captcha. On the next page, you should see your personal 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

4. The email should arrive in your personal 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?](#)

5. 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.