

LEC ACCESS Student User Instructions

These instructions cover all functions of the system. Students may not have access to every option.

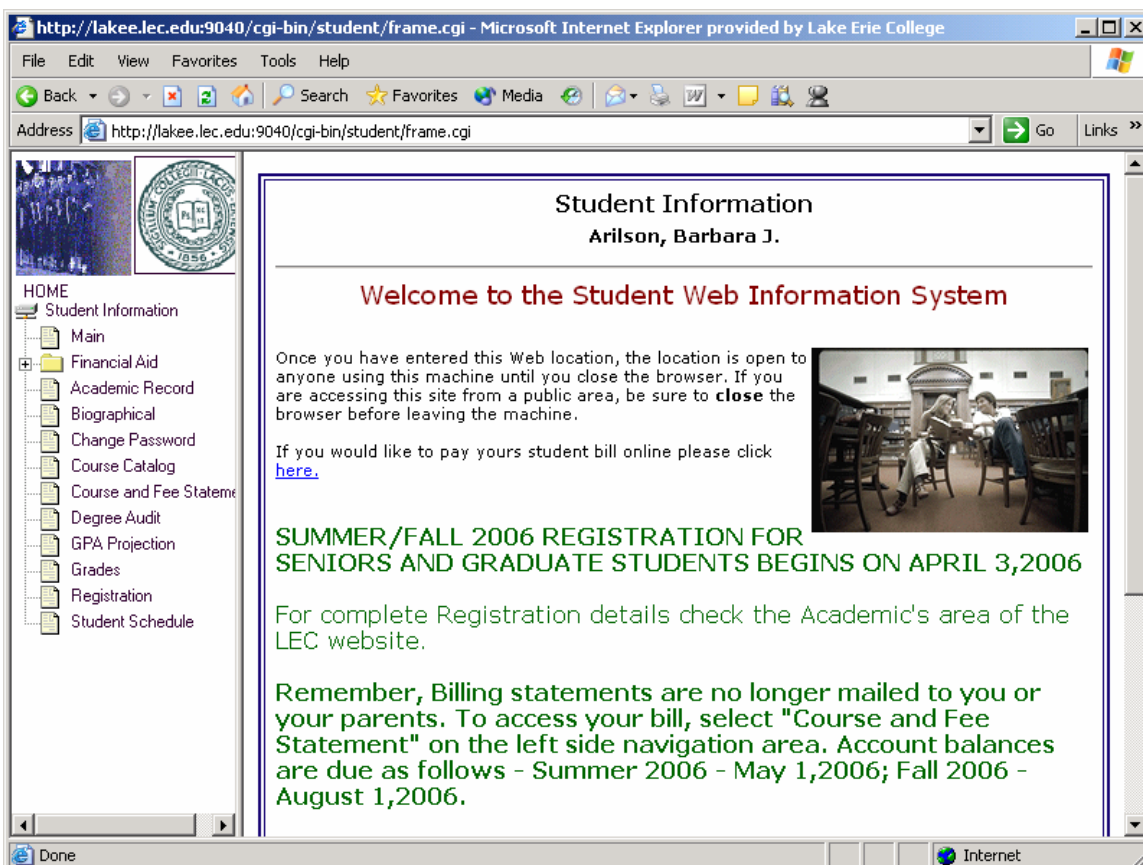
General NOTE – do not use the BACK KEY – unless provided on the screen – doing so will freeze up your screens.

To access the web options go to www.lec.edu, select Academics, and select LEC ACCESS for students from the popdown list.

Enter your username and password – click ok – (note: user name is your student ID number and the password was given to you by the Registrar's office).

Once you have originally logged in you can change your password to something you can easily remember – your assigned username cannot change. To change your password select the “Change Password” option on the left hand side of screen and follow prompts – when you have entered your old and new password it will appear as if nothing has happened. Select the option for “Main” at the left side of the screen. Upon doing this another login screen should appear. Enter your username and new password to continue.

The first screen you encounter will look like the following



The screenshot shows a Microsoft Internet Explorer browser window displaying the LEC ACCESS Student Web Information System. The address bar shows the URL: <http://lakee.lec.edu:9040/cgi-bin/student/frame.cgi>. The browser title is "Microsoft Internet Explorer provided by Lake Erie College".

The main content area is titled "Student Information" and displays the name "Arilson, Barbara J.". Below this, a red heading reads "Welcome to the Student Web Information System".

The left sidebar contains a navigation menu with the following items:

- HOME
- Student Information
- Main
- Financial Aid
- Academic Record
- Biographical
- Change Password
- Course Catalog
- Course and Fee Statement
- Degree Audit
- GPA Projection
- Grades
- Registration
- Student Schedule

The main content area includes the following text:

Once you have entered this Web location, the location is open to anyone using this machine until you close the browser. If you are accessing this site from a public area, be sure to **close** the browser before leaving the machine.

If you would like to pay your student bill online please click [here](#).

SUMMER/FALL 2006 REGISTRATION FOR SENIORS AND GRADUATE STUDENTS BEGINS ON APRIL 3, 2006

For complete Registration details check the Academic's area of the LEC website.

Remember, Billing statements are no longer mailed to you or your parents. To access your bill, select "Course and Fee Statement" on the left side navigation area. Account balances are due as follows - Summer 2006 - May 1, 2006; Fall 2006 - August 1, 2006.

The browser status bar at the bottom shows "Done" and "Internet".

Enter the term you plan to review by clicking the set options button and selecting the combination you desire – for example Undergraduate, Fall and 2006

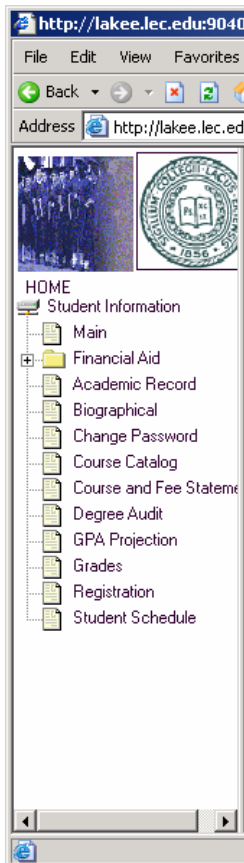
Note: once you have selected the term the system will default to this term for all future use until you select an alternative – you will not need to change the term for each entry.

Set Options

Pick the program, session and year.

Program	Session	Year
Graduate Degree	Fall	2006
Undergraduate	Spring	
	Summer Term	

Running down the left hand side of your screen appears all your viewing options.



- **Main** – main is the page where you can see all important information from the Registrar’s office for the semester. You can also pay your bill on-line by the link: if you would like to pay your student bill online please click [here](#).
- **Financial Aid** – provides information regarding the Financial Aid you are receiving and if further documentation is pending.
- **Academic Record** – selecting this will give you a look at your transcript. This cannot be used as an “Official” transcript. This screen will also show you who your advisor is if you do not know.
- **Biographical** – student’s address, phone, major etc. Check periodically to make sure it is correct. If it is not, please contact the Registrar’s Office to have it corrected. It cannot be done through the student system.
- **Change Password** - you can change your password to something that you can easily remember. If you lose/forget your password please contact the Registrar’s office.
- **Course Catalog** – provides a listing of all courses offered for the semester by subject area, in “real time”. By clicking on each individual area you will get a listing of all courses offered that semester. By clicking an individual course, you will get a listing of all sections, instructor, if there are seats available and time and place of class.
- **Course and Fee Statement** – **provides your online bill. You will not receive paper copies of your bill. Important: make sure you are under the correct semester and year in the set options.**
- **Degree Audit** – provides on-line viewing of your degree audit (what you have taken to date and still need to take for your degree)
- **GPA Projection** – allows you to enter “what if” scenarios and calculate a term and cumulative GPA
- **Grades** – allows you to view your grades for a single term
- **Registration** – allows you to register for classes. You must obtain your advisor’s clearance before proceeding to register each semester.
- **Student Schedule** – allows you to view your current schedule including days, times and room locations