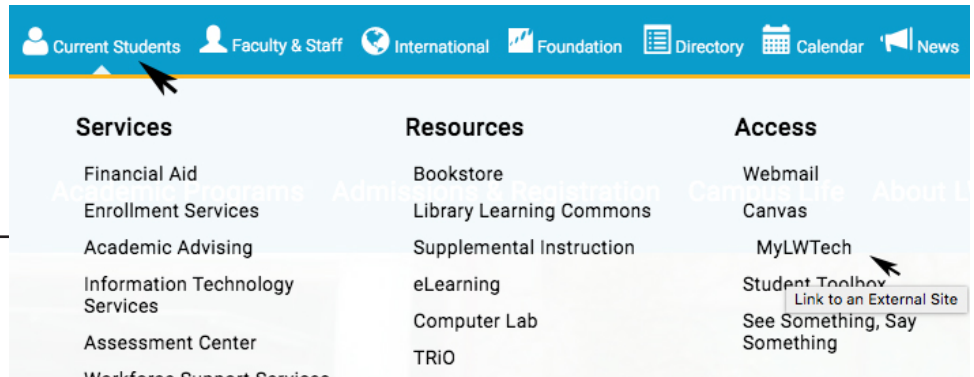


LOGGING INTO MyLWTECH

Open a browser

- (Firefox and Chrome work best)

1. Go to <http://www.lwtech.edu/>
2. Hover over **Current Student**
3. From the dropdown menu, under Access click on **MyLWTech**



You are now at the Login to MyLWTech window

1. Enter your **student ID number**
 - (If you do not know your SID: Contact Registration)
2. Enter your **PIN**
 - Your default PIN is your 6 digit birthdate DDMMYY. (June 1, 1983 is 060183)
 - If your 6 digit birthdate is not working you will need to Contact Registration
3. Click on the **Login** button
 - **How to Contact Registration**
In person: in W201
via phone: 425) 739-8104 or
via email: Registration@lwtech.edu

Login to MyLWTech

The screenshot shows the 'Login to MyLWTech' form. It features a text input field for 'Enter student ID or LWTech email' with the placeholder 's-firstname.lastname or sid'. Below the input field is a blue 'Login' button and a grey 'Express Password Reset' button.

Login to MyLWTech

The screenshot shows the 'Login to MyLWTech' form with filled-in fields. The 'Enter student ID or LWTech email' field contains '885000000'. The 'Enter PIN' field contains six dots. Below the PIN field is a link 'Enter PIN here.' and another link 'Forget PIN? Contact Enrollment Services.' Below these are a blue 'Login' button and a grey 'Express Password Reset' button.

You are now in Dashboard.

CHANGE PASSWORD:

1. Enter a password that meet the Password Complexity requirements in **both Change Password** text boxes.
 - See the yellow box below (1a)
2. Click on the **Set** Button
3. The green Password Changed! message will pop up when it accepts your password (Wait this window is very slow.)
4. This password works whenever you use your Email or Username

The screenshot shows the MyLWTech dashboard. The 'Account Info' section displays fields for Username, Student ID, Email, and User Type. The 'Change Password' section has two password input fields with arrows indicating they must be the same, and a 'Set' button. A yellow box highlights the 'Password Complexity' requirements. A green notification bar at the bottom says 'Password Changed! Your password has been changed.' with an arrow pointing to it.

Account Info

Username: S-First.Last
Student ID: 885000000
Email: S-First.Last@lwtech.edu
User Type: Student

Change Password

Password: [input field]
Confirm Password: [input field]
Set

Want to update profile photo?

Profile photo is the picture assigned to your LWTech ID Card. Visit information desk if you wish to update photo ID.

Password Complexity:
When you create your new password it must be at least 8 characters long.
It must include 3 of the 4 below:

- At least one UPPERCASE letter
- At least one lowercase letter
- At least one number
- At least one symbol

PRINT USAGE

More info

CURRENTLY WINTER 18

Last Day 3/20/2018

✓ Password Changed!
Your password has been changed.