

LMU Account Access Instructions

updated 9/8/2010

LMU account access information

<https://webadvisor.lmunet.edu>

Select "What's my userid?" Enter your last name and social security number and it will give you your userid

To access campus email:

<https://mail.lmunet.edu/exchange>

Login: Username

Password: your DOB (mmddyy) if you have not changed it

Example: 121588 two digits for the year 88 NOT 1988

Your email address is userid@lmunet.edu

To access WebAdvisor:

Use : Students – grades, financial information, online registration / Faculty – grades, class roster / Staff – financial info

<https://webadvisor.lmunet.edu>

Click "LOGIN" tab

Login: Username found at "What's my userid?" (WebAdvisor homepage)

Password: either your date of birth or password if you have changed it

WebAdvisor tips:

- If you forget your password, you can reset it yourself from the main WebAdvisor screen. It will send your new password to your LMU email.
- If your WebAdvisor account is "DISABLED due to too many incorrect log in attempts", you must wait 10 minutes from the time your password is reset for the system to re-enable your account.
- Additional information is available from the WebAdvisor home page under "WebAdvisor Help Documentation" or "View Tutorial"

To access Blackboard:

Use: Online classes / Specific instructors may use to communicate with students

<http://lmunet.centertech.com>

Login: Username

Password: either your date of birth or password if you have changed it

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To log on to LMU network (on campus):

Use: Students – computer labs

Press Ctrl – Alt – Delete at same time

Login and password are the same as email log in

To change your network/email password while on campus:

Once you are logged on to computer

Press Ctrl – Alt – Delete at same time

“Change Password” selection is in bottom left corner / Follow instructions to change password

To change your network/email password off campus:

<http://mail.lmunet.edu/exchange>

Login to your webmail and select the Options button in the bottom left corner of the screen

Scroll to the bottom of the options window and select change password

You will be asked for your old password and to enter the new password twice

To Change your Blackboard password:

Login to Blackboard

Select the menu option for Personal Information

The second option will be “Change Password”

Enter your new password twice and select ok

Notes:

Email, WebAdvisor and Blackboard are separate accounts.

- Although the username name and initial passwords are the same, once you log into WebAdvisor and change your password, that password is for WebAdvisor only.
- Once you log in to Blackboard and change your password, that password is for Blackboard only.
- Once you log in to email/network and change your password, that password is for email/network only.

If you have any trouble accessing your accounts please log your work order request at:

<http://www.lmunet.edu/IS/workorder.shtml>

Or go to <http://www.lmunet.edu/IS/helpdesk.shtml> to get the helpdesk contact information.