

HOW TO LOG INTO LOC WEBMAIL - FOR STUDENTS

Go to the LOC website and click on the Webmail icon.

Your username is your **first initial+last name+last 3 digits of your student ID @loc.edu**
e.g. jdoe123@loc.edu

Your password is your **SSN**

Email addresses are also listed on the first floor of GOH, on the glass wall in the middle of the hall.

HOW TO LOG INTO LOC WEBMAIL - FOR FACULTY AND STAFF

Go to the LOC website and click on the Webmail icon.

In the username field enter the following: **locadmin\first name_last name**

Your password is your regular computer password.

HOW TO CREATE A SELF-SERVICE ACCOUNT

Step 1: Go to the LOC website and click on the Power Campus icon.

Step 2: Click on "Request Account"

Step 3: Fill in the requested information. **Your "System ID" is your student ID number -without the dashes.**

Step 4: Click the "Request Account" button.

Step 5: Check your LOC email account. Your Power Campus password will be sent there. If you don't have an LOC email, go to the first floor of GOH. In the middle of the hall, there is a glass wall where everyone's LOC email account is listed. The same information is posted in the ADCP offices. If you haven't been using your LOC account, start doing so now.

SELF-SERVICE PASSWORD REMINDER

Step 1: Go to the LOC website and click on the Power Campus icon.

Step 2: Click on "Forgot Password"

Step 3: Fill in the requested information.

Step 5: Check your LOC email account.

Your Power Campus password will be sent to your LOC email. If you don't have an LOC email, go to the first floor of GOH. In the middle of the hall, there is a glass wall where everyone's LOC email account is listed. If you haven't been using your LOC account, start doing so now.

For further assistance you can email IT helpdesk at helpdesk@loc.edu