

Getting Started with an Email Address

In order to access the resources available on the Lewis & Clark network, you must have an account. Your user ID is a unique identification that consists of 8 or fewer characters and is usually made up of some part of your name. People often refer to this as an “account name”, “username”, or “login”. Your Lewis & Clark account allows you to access many services and resources. Some of the things your login allows you to do include:

- Access your email using either your local email client or Webmail.
- Log in to your desktop computer, and have access to printing and file servers.
- Log in to the computers in the public computing labs and classroom computers.
- Save and transfer files to WebDisk.
- Tap into the L&C Wireless Network.
- Connect to Moodle, our Learning Management System.
- Request computer assistance using the TrackIt! System.
- All college communications will be sent to your L&C email, so it is critical that your account is set up as soon as possible.

How to set up your account:

- 1) Go to <http://www.lclark.edu/~infotech/account.html>
- 2) Follow the instructions to create your email/web account.
- 3) Provide your L&C ID or social security number, birth date, and last name.
- 4) Select a username and password (password must be between 6-8 characters and contain at least two letters and one number).
- 5) The email user name you select will be added to “@lclark.edu” to create your email address.

