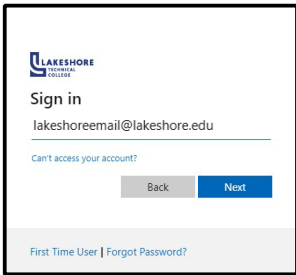
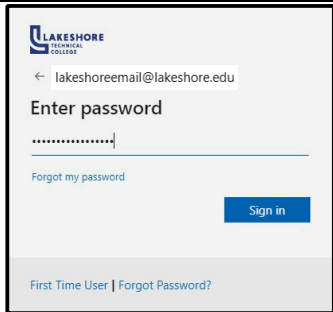
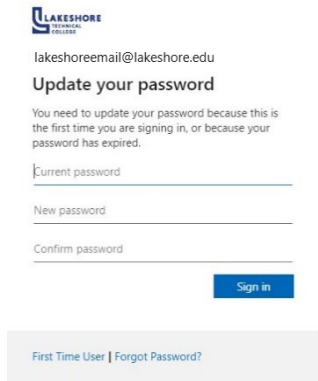
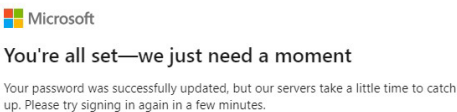
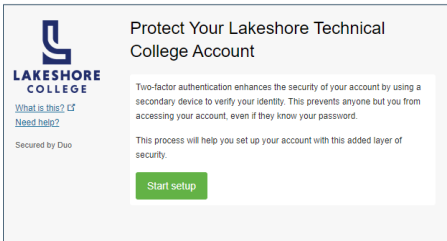
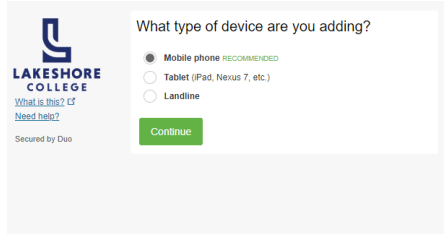
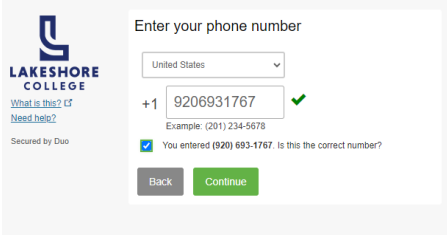
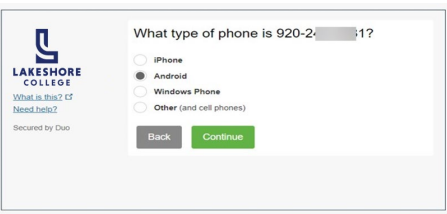
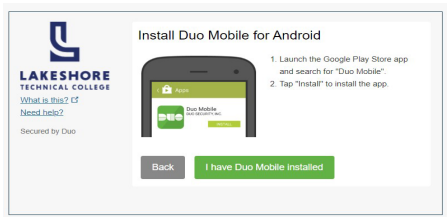
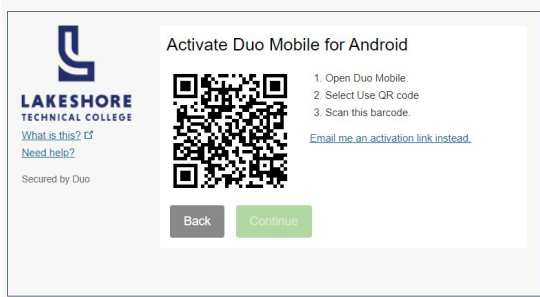
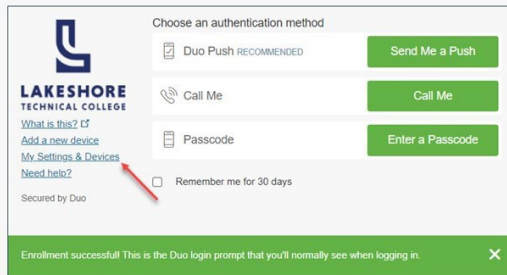
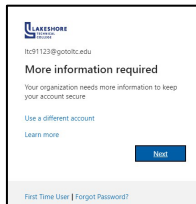
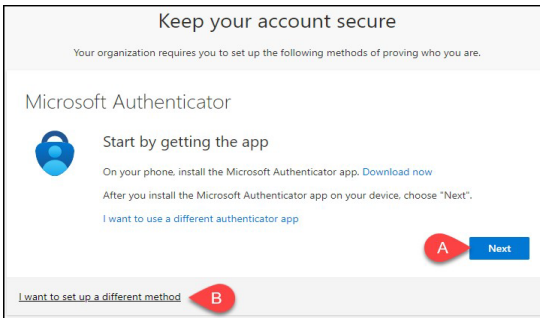
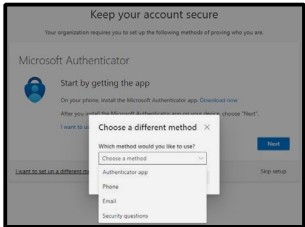
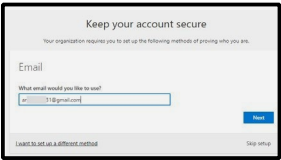
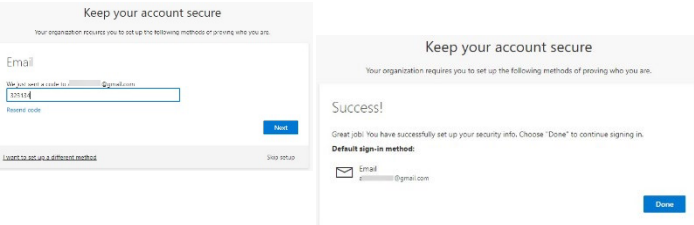
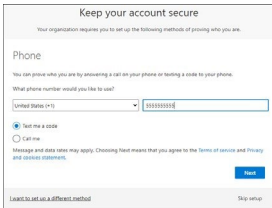
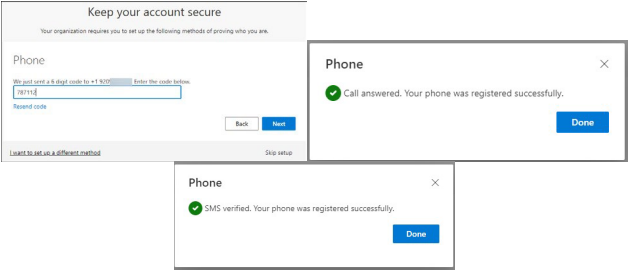
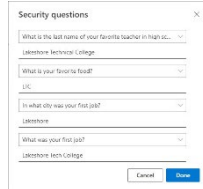
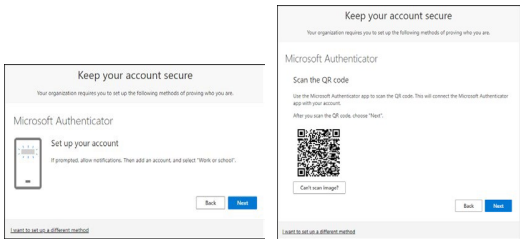
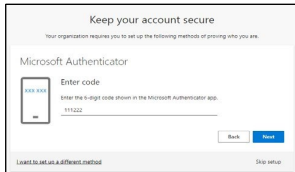
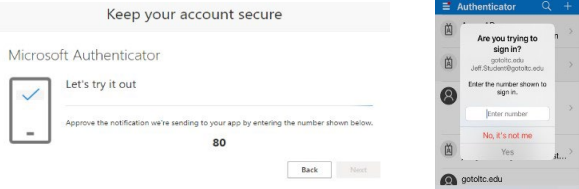
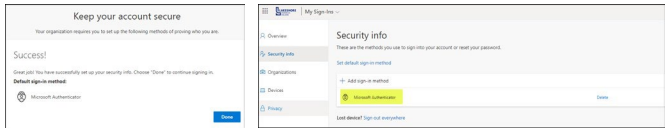


1. Visit the Lakeshore.edu website and select the MyLakeshore icon.	
2. Enter your MyLakeshore email address (firstname.lastname) as your Username. Select Next.	
3. Enter your temporary password. Select Sign in.	
4. You will be required to change your password on first login. Use your temporary password for the Current password and create a new password that you will enter twice. Once finished select Sign in. Password requirements: Minimum 15 characters, 1 uppercase letter, 1 lowercase letter, 1 number. <u>Cannot</u> include your first or last name.	
5. Please wait 5 minutes before continuing so your new password can be synced.	

6. Repeat steps 1-5 to login to your MyLakeshore account. You will be asked to set up your Duo multifactor authentication. This will be used anytime you access your MyLakeshore account when not on a Lakeshore campus. Click on Start setup when you are ready.	
7. Choose the type of device you will be using to verify your logins with and click Continue. - Mobile phone (recommended) - Tablet - Landline	
8. Enter the phone number for your mobile device, check the box if the number is correct and click Continue.	
9. Select What type of phone you have and click Continue.	
10. Install Duo Mobile from your app store. Click I have Duo Mobile Installed when finished.	

11. Scan the QR code with your phone by following the steps shown next to the QR code. Duo will want you to name the account, keep it as Lakeshore College. You can practice using Duo or you may skip. Make sure you Allow Notifications from Duo on your device.	
12. When logging into your MyLakeshore account you will be prompted to select how you want to verify your identity. Select Send me a Push, Call Me, or Enter a Passcode. (Passcode will require you to open the Duo Mobile app and enter the code showing) - You can use the My Settings & Devices to set how Duo will contact you. Doing so will stop this box from appearing when you login. - You may also check the Remember me for 30 days. This will pause the Duo requirement for 30 days.	
13. You will be required to enter More Information. This information is used so that you may reset your own Lakeshore password. Select Next.	
14. On the next screen, you will be given the option to set up the Microsoft Authenticator app (a) OR you can set up a different method (b). These methods include phone, email, or security questions. Click Next (a) to use the Microsoft Authenticator app and skip to direction 23 or click I want to use a different method (b).	

15. After selecting 'I want to set up a different method' you will have the option to choose Phone, Email, or security questions. These options will allow you to reset your password should you ever need to. Select the option you wish to use.	
Email Option 16. Select Email, enter your personal email address and click Next.	
17. Check your personal email for the verification code, enter it in the box, and click Next. 18. Success! Click Done to return to the Apps Dashboard. Please read step 27.	
Phone Option – Text or Call 19. Enter your cell phone number, choose either Text me a code or Call me, and click Next.	
20. Text Option: Enter the code from the text message and click Next. Success! 21. Call Me Option: Answer the incoming call and press the key requested. Success! Please Read step 27.	

Security Questions 22. Select Security Questions, choose the questions you want to use, enter your answers, and click Done. Please read step 27.	
Authenticator App 23. Click Next after the app is installed on your phone. Open the app on your phone, tap on Add account, select Work or school account, select Scan the QR code, scan the code on your PC screen. Click Next once the account shows in the app.	
24. On your device, you should see a One-me password code. If you do not see the code, tap on your account name in the app to display the code. Enter the code showing in the app and click Next.	
OR	
25. Enter the code given on the screen into your device to confirm that you are <i>setting up</i> the <i>Microsoft Authenticator</i> app. Click Next when completed.	
26. Success! Click Done and you will see the <i>Microsoft Authenticator</i> listed in the Security Info of your MyLakeshore account.	
27. Once you have completed setting up your MyLakeshore account and your Duo Mobile app, please contact the Technology Help Desk at 920.693.1767 and inform them you need to set up Duo Mobile for accessing your MyLTC/PeopleSoft. They will send a text message to your device which will enroll it for accessing MyLTC/PeopleSoft. The Help Desk hours for this service are Monday – Thursday, 7am – 7:30pm and Friday, 7am – 4pm.	

For questions or additional information, please contact Lakeshore College's Help Desk at Helpdesk@lakeshore.edu or 920.693.1767.

"WE WILL BE AN INDUSTRY LEADER LOOKED TO BY OTHERS FOR TECHNOLOGY IDEAS AND ANSWERS."

Lakeshore College does not discriminate against protected classes, including but not limited to race, color, national origin, religion, sex, or gender – including sexual orientation, gender identity, gender expression, disability or age in employment, admissions or its programs or activities. Lakeshore offers degrees, diplomas, apprenticeships and certificates in agribusiness, business, marketing, graphics, human ecology, industrial, health, services, and technical and media instructional areas.