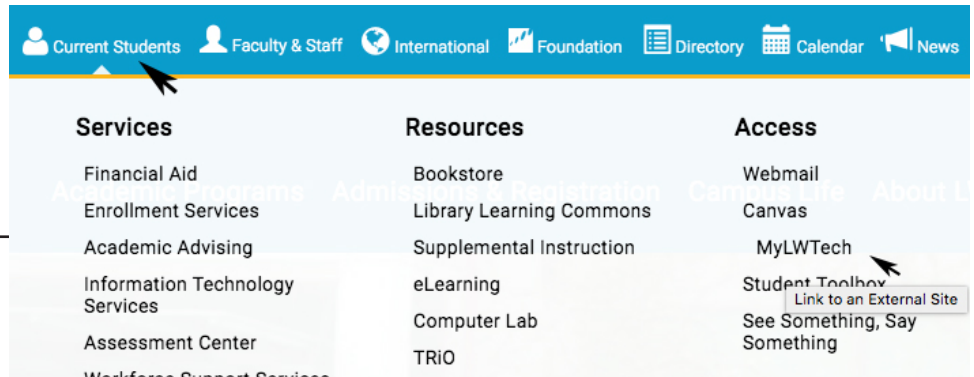


# LOGGING INTO MyLWTECH

## Open a browser

- (Firefox and Chrome work best)

1. Go to <http://www.lwtech.edu/>
2. Hover over **Current Students**
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 MMDDYY. (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](mailto:Registration@lwtech.edu)

## Login to MyLWTech

A screenshot of the 'Login to MyLWTech' form. It has a title 'Login to MyLWTech' and a sub-header 'Enter student ID or LWTech email'. Below this is a text input field containing the placeholder 's-firstname.lastname or sid'. There are two buttons: a blue 'Login' button and a grey 'Express Password Reset' button.

## Login to MyLWTech

A screenshot of the 'Login to MyLWTech' form. It has a title 'Login to MyLWTech' and a sub-header 'Enter student ID or LWTech email'. Below this is a text input field containing '885000000'. There is another sub-header 'Enter PIN' followed by a text input field containing '.....'. Below the PIN field is a link 'Enter PIN here.' and another link 'Forget PIN? Contact Enrollment Services.'. There are two buttons: 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

A screenshot of the MyLWTech dashboard. The top bar is blue with a hamburger menu icon on the left and a notification bell icon on the right. Below the bar, there are several sections: 'Account Info' (Username: S-First.Last, Student ID: 885000000, Email: S-First.Last@lwtech.edu, User Type: Student), 'Change Password' (Password and Confirm Password fields, a 'Set' button), 'Unlock Account' (Account is unlocked.), 'PRINT USAGE' (More info), 'CURRENTLY WINTER 18' (Last Day 3/20/2018), and a green notification box 'Password Changed! Your password has been changed.'. A yellow box at the bottom left contains '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'. Arrows labeled '1', '1a', and '3' point to the password fields, the complexity box, and the notification box respectively.