

Claiming Your Account

- Claiming your account activates your technology accounts with LCC.
- During this process you will also set your password.
- You will only have to claim your account once.
- To get started, www.lcc.edu/tuid then click the “Claim my account” button & follow the 5 steps below.

Helpful Definitions

- Banner ID = Student Number = Starts with X
- TUID = Technology User ID = User ID
- SSN = Social Security Number
- UC ID = University Center ID

New Students

- To claim your account you will need:
 - Student number (starts with X) or TUID (If you know it).
 - Date of Birth

University Center Students

- To Claim your account you will need:
 - UC ID
 - Date of Birth

New Employees

- To Claim your account you will need:
 - Employee number (starts with X)
 - Date of Birth or SSN

Claiming your account:

There are 5 steps to claiming your account

1. “Step 1: Identify yourself” has two sections (visual below): Top & Bottom.
 - Top: Enter only one of these three based on your role.
 - Students and employees can choose to enter either Banner ID OR User ID
 - University Center Students will enter their UC ID
 - Bottom: Enter only one based on your role.
 - DOB - works for everyone
 - SSN - employees only
 - Date of Birth must be entered in the right format.
 - Click on the calendar icon (to the right of the DOB box) and click on any date. Then change the numbers to match your date of birth.
 - After you have entered the required information click “next”.

2. Step 2: After reading the Acceptable Use Policy, check the box next to “Accept this Policy” and click “next”.
3. Step 3: Set a Password:
 - Password must be a minimum of 8 characters and include 1 letter and 1 number. (visit www.lcc.edu/tuid for tips on setting your password).
 - Click “next”
4. Step 4: Set Challenge Questions.
 - You must pick 3 of these questions.
 - Enter answers for each of the 3 questions you picked.
 - visit www.lcc.edu/tuid for tips on setting answers to challenge questions).
 - Click “next”
5. Final Step: Submit the Request.
 - Click “submit”
6. Acknowledgement page: Success!
 - At the end, your TUID will display. Keep this information for future use.

For more information or assistance, please contact the technology help desk at 517 483-5221 or lcc1@lcc.edu.

The Claim Your Account Screen: Step 1.

The screenshot shows a web browser window titled "Lansing Community College - Windows Internet Explorer". The address bar shows the URL "https://oim.lcc.edu/LansingOimFramework/". The page header includes the Lansing Community College logo and the tagline "Where Success Begins". The main heading is "Account Activation (Claiming)". Below this, a grey bar indicates "Step 1: Identify Yourself". The instructions state: "Enter your Banner ID, UC ID or User ID followed by Your Date of Birth or the Last Four Digits of your SSN". There are five input fields: "Banner ID:", "UC ID:", "User ID:", "SSN (Last 4 Digits):", and "Date of Birth:". A "Next" button is located at the bottom right of the form. Below the form, another grey bar indicates "Step 2: Read and Accept AUP". The browser's status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and "95%" zoom level.