

For non-credit students who have not registered
since 2015: **PROFILE CREATION**

Create your online profile:

1. Enter lanecc.augusoft.net into your webpage address box (upper-left).

Suggestions for Success: a) Do not do a “search” for lanecc.augusoft; b) Do not use a mobile device or tablet for this process – there are PCs available at LCC Florence Center; c) If you are using a laptop, you may need to type in the address as one of the following:

<http://lanecc.augusoft.net>

<https://lanecc.augusoft.net>

2. Click on **Create Profile**. This takes you to the Profile form.

a) Type in a valid email address – if you do not have an email address, exit lanecc.augusoft and go to Google, Yahoo, msn, or another “free” email provider and set up a new email address (this takes very little time and is free of charge). If you do not want to set up an email address, please stop by LCC Florence Center and the staff can assist you in creating a profile without an email address.

b) Create a password with a minimum of 8 characters, including a minimum of 1 number, 1 capital letter and optional use of special characters (*^@?, etc.). (Your password needs to be completely different from your email address.)

c) You will need the user name and password to login and register for Lane classes. Be sure and fill out this information (opposite side of this document) for your records.

Suggestions for Success: If you’re using a recent browser (Firefox, Internet Explorer, Edge, Chrome or Safari), it may offer to save your password for you, which is a great idea if you’re using your own personal computer. If you do not have or do not remember your L-number, leave the L# box blank.

3. Once you have completed the profile, click on **submit**. To register for classes, proceed to Step #4 (opposite side of this document).

You can tell your information is secure when you see the “lock” symbol in your browser:



For non-credit students who have profiles . . .

REGISTRATION PROCEDURES

YOUR EMAIL ADDRESS (USER NAME): _____

YOUR PASSWORD: _____

TO REGISTER:

1. Go to lanecc.augusoft.net
2. Click on **sign-in**.
3. Type in your email address (user name) and password, click on **sign-in** (green bar).
4. From the top blue ribbon under “welcome,” click **Browse** drop-down menu.
5. Click **All Classes** (under Browse).
6. Click on **Florence** (in red, on right-side of page) to view the classes offered at Florence Center.
7. Scroll down and select the general subject that interests you.
8. Browse through the classes to find the class you want. On the right, lower-side of class, click **add to cart**.
9. If you want to register in more than one class, scroll back to the top of page and click on <<**back to courses page**. **Repeat #6 - 8**.
10. When you have finished selecting classes, click **Checkout** (upper-right corner under shopping cart).
11. Check the tiny box above each class in right column, **I Agree to Refund Policy**.
12. Click on **Check out** at lower-left of page.
13. Select payment of Credit Card and fill out your credit card information (Visa or MasterCard card number - 16 digits with no spaces - expiration date, security code). You must have an email address to submit payment. Your information must match the data that your credit card company has on file for you.
14. Click **Continue**; once payment is accepted, you may print out a receipt.

Lane Community College Florence Center staff will be happy to assist you in the registration process. If you have any questions, call us at (541) 997-8444, or stop by the campus at 3149 Oak Street. If you do not have computer access, you are welcome to use our open computer lab or the computers in the lobby near the front desk to register. While staff can no longer register for you, we can walk you through this registration process.

Florence Center is open Monday through Thursday, 8:00 a.m. to 9:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m.