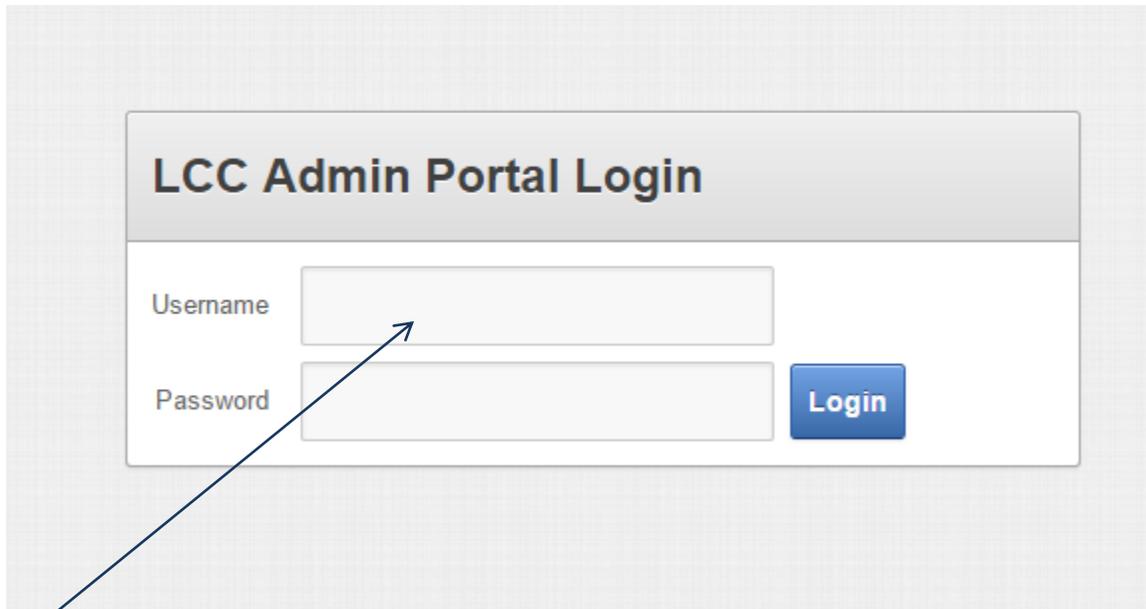


Welcome to Lane's Admissions Portal!

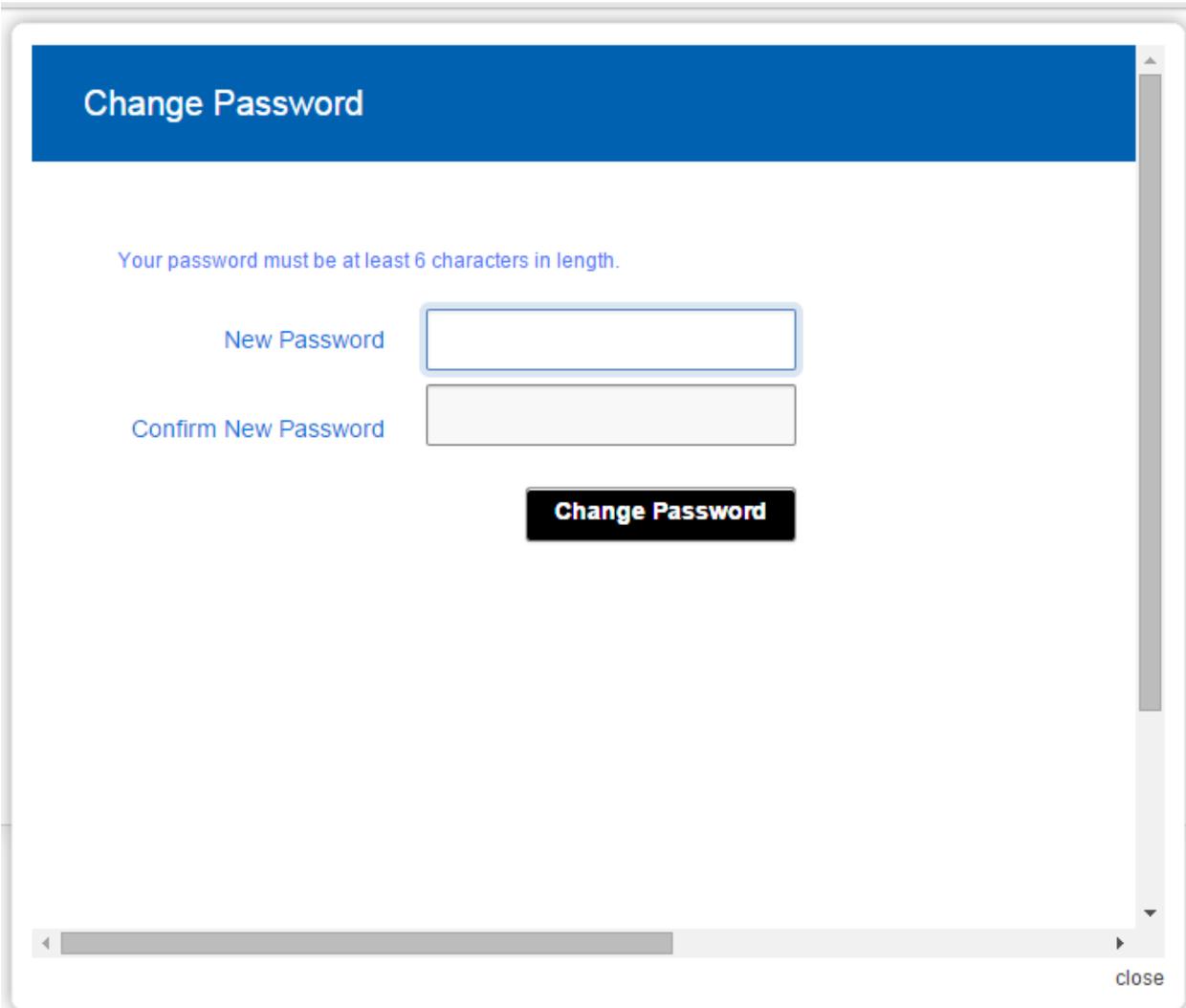
Step 1: Login



The image shows a login form for the LCC Admin Portal. The form is titled "LCC Admin Portal Login" and contains two input fields: "Username" and "Password". A blue "Login" button is located to the right of the "Password" field. A blue arrow points from the bottom left towards the "Username" input field.

Insert your Username – which is the email address you provided to Lane.  
And insert the temporary Password you were given.

## Step 2: Set your own password

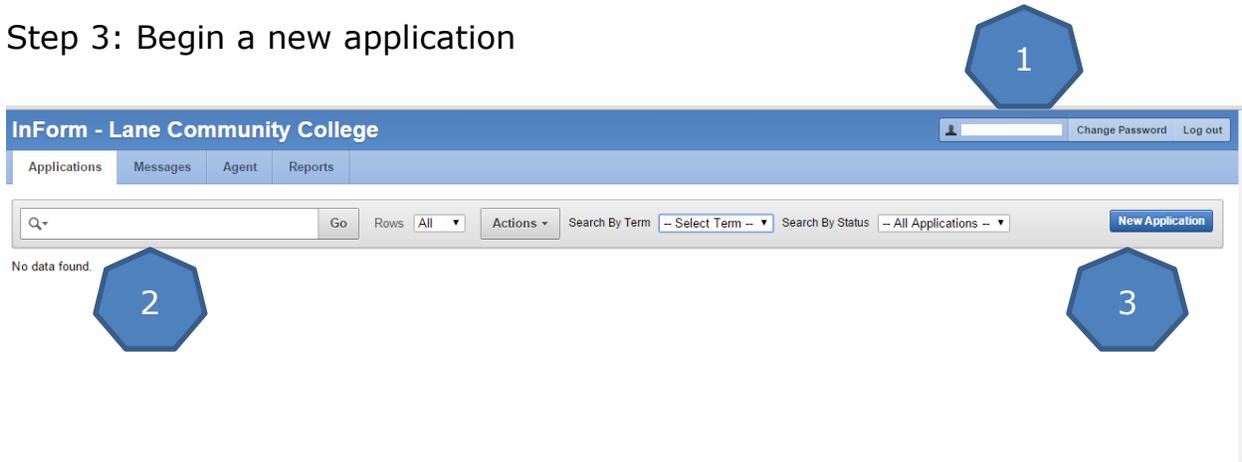


The screenshot shows a web form titled "Change Password" in a blue header. Below the header, a blue instruction reads: "Your password must be at least 6 characters in length." There are two input fields: "New Password" and "Confirm New Password". A black button with white text labeled "Change Password" is positioned below the second field. At the bottom right of the form area, there is a "close" link.

Choose a password with a minimum of 6 letters or numbers. This password, and the Username (your email address) will be used by the agency staff to login.

You are now ready to begin a new application!

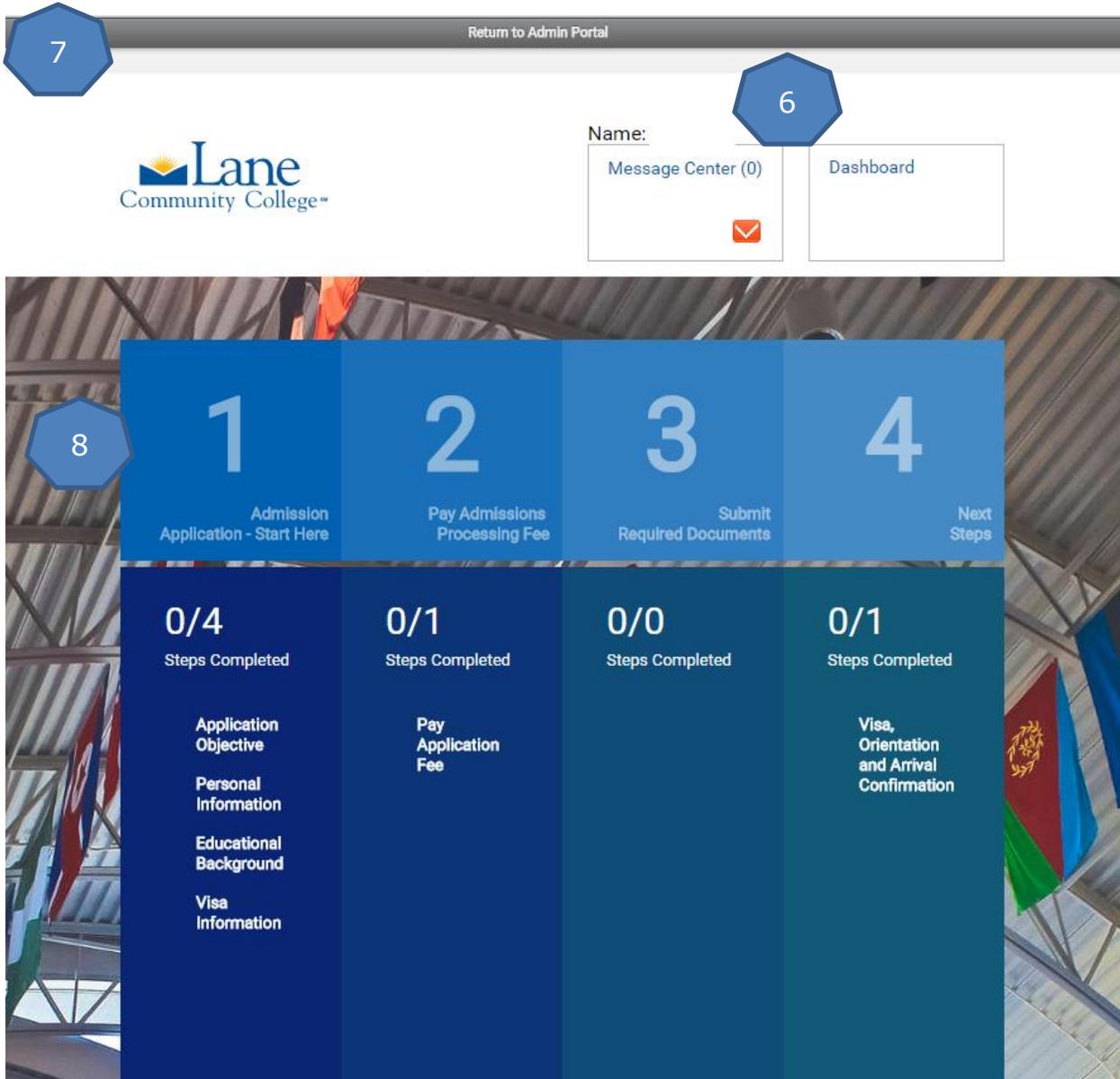
### Step 3: Begin a new application



This is your agency workspace.

1. Your agency email (username) will appear here. You can change the agency password and logout from this corner.
2. When your agency has applications in the portal, they will appear here in a list by applicant/student.
3. This button will start a new application. When you click the button, you will get this popup

4. The first step of the application is to register the First and Last name of the student and provide their email address. Each student must have a unique name and email address.
5. Click register and enter the application.



6. Here you will see the name of your student. The Message Center will display on every page and is where you can see messages from Lane to you and the student. The Dashboard link is also at the top of every page and can be used to return to this page and view.
7. This is a navigation bar to click back to your agency workspace.
8. This is the first part of the application to complete. Click on "Start Here" by the number 1 and begin.

When you complete all the sections of Number 1 you will have an opportunity to review everything and then submit the application data.

You will be directed back to the Dashboard, you will see green check marks by each section and you will have access to Number 2 for paying the application fee by credit card.

After payment, Lane must review the information submitted and decide what documents are going to be needed from the student. Number 3 will not be immediately available. You and your student will both receive message when the request for documents is complete. Then Number 3 will allow you to upload the required documentation.

Number 4 will not be available until the student has been admitted to Lane Community College. Again, you and your student will receive a message when this happens. Number 4 will be accessible and the student can find advice on getting their visa, a form to sign up for the orientation week and arrival in Eugene, and a confirmation step to let us know if they are attending, need to delay to another term, or have chosen a different college.