LoLA Access Instructions for New Employees

Go to the Fletcher homepage at www.fletcher.edu.

Enter the LoLA portal by clicking on "LOLA Login" below.

First time LOLA users, you can select the options below.

- "I don't know my password" – This will assist you in creating/re-setting your password
- "I don't know my username" – This will provide you with your username. Typically, it is your first and last name (Ex: johndoe); however, in some cases a # may also follow.

Note: Both options will require you to enter your Fletcher email and DOB for security purposes. A code will then be sent to your Fletcher email.

![LoLA - LOG ON LOUISIANA]

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Welcome to LoLA

Welcome to LoLA (Log-On Louisiana), a powerful online tool that will allow you to completely manage stop resource for the upcoming semester. If you need assistance with LoLA, please contact your colleg

Login

Username

Password

Sign In

Help

🔍 Type keywords here to search for more

New user set-up

I don't know my **password**

I don't know my **username**

What is LoLA?

Verify Email Address

Enter your **email** and **date of birth**.

EMail

Birthday

MM / DD / YYYY

Start Over | Next

Once you have obtained your username and have a password, proceed back to the login screen and enter your credentials.

Your homepage may have different options/access based on your role. All employees have the section **Self Service Banner**, as well as the **Home**, **Employee**, and **Training** tabs at the top left of the page.
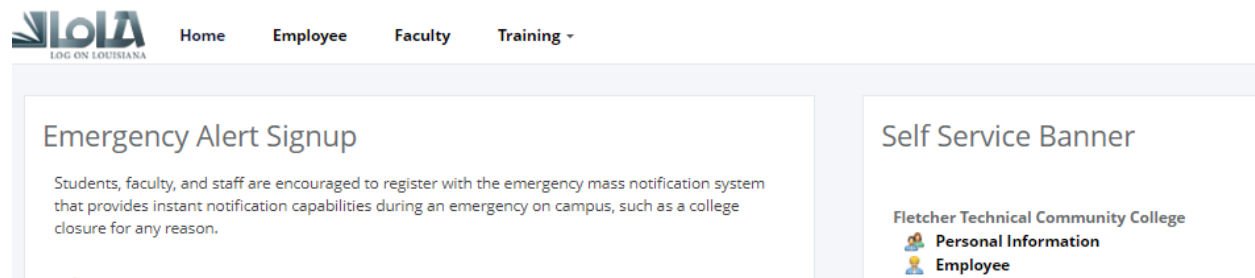
If you click on **Personal Information**, you will be able to view and update your biographical and demographic information.

If you click on **Employee**, you will be taken to your Employee Dashboard, which contains:

- Leave Balances (as of today's date)
- Pay Stubs
- Earnings
- Benefits
- Taxes
- Job Summary
- Employee Summary

If you click on **Training**, you will find instructions on how to complete and submit your timesheet. **Training > Human Resources > Job Aides**

Note: Adjuncts paid via contract do not submit timesheets.