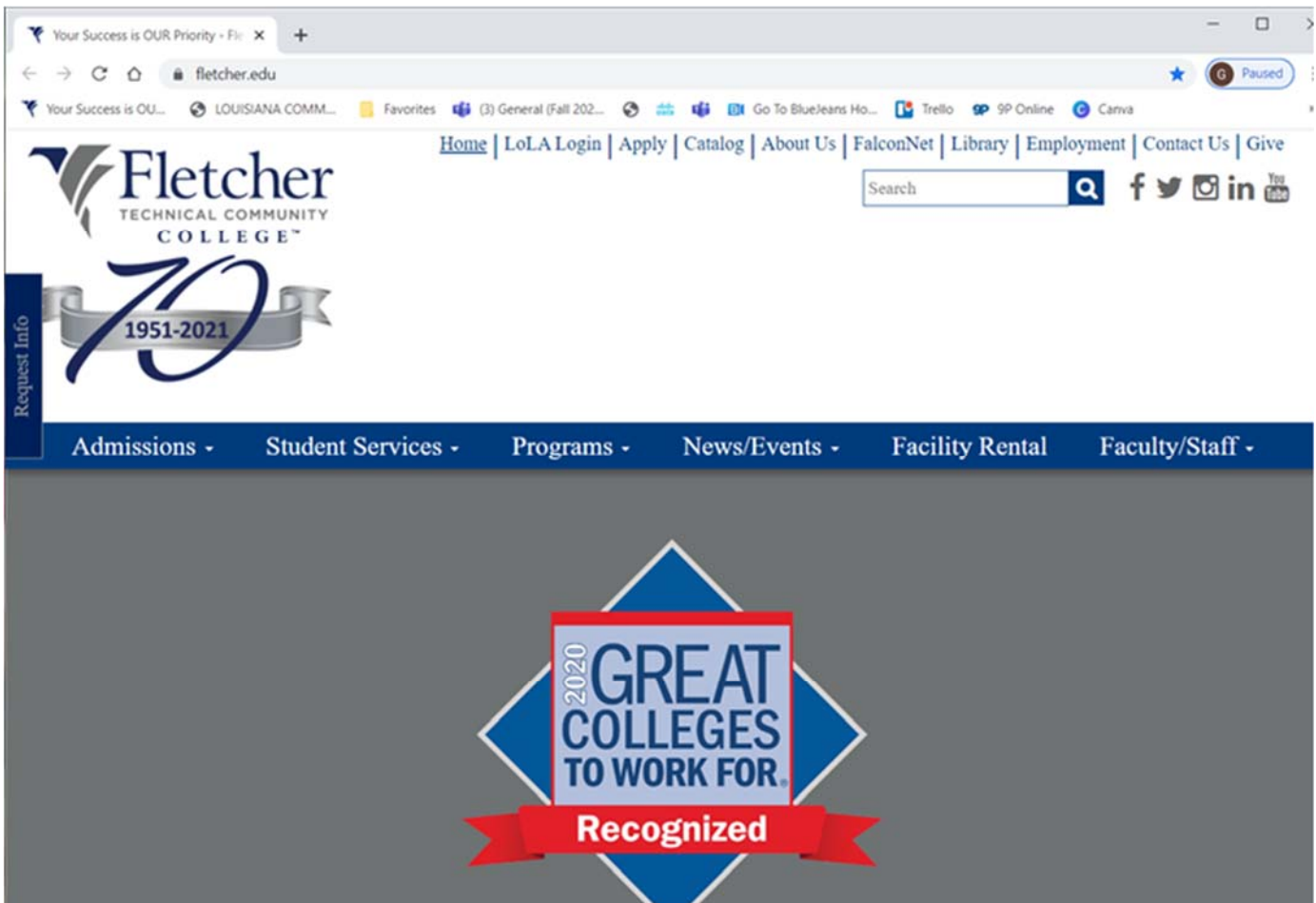


LoLA Access Instructions for New Employees

Go to the Fletcher homepage at www.fletcher.edu

Enter the LoLA portal by clicking on “LoLA Login” at top of the home page.





LOGIN TO LOLA

User Name

[Forgot your username?](#)

Password

[Forgot your password?](#)

CANCEL

SIGN IN

CHANGE YOUR PASSWORD

Welcome to LoLA

LoLA (Log On Louisiana) is a powerful new online tool that will allow you to completely manage your college career. LoLA will be your 24/7, one stop resource for the upcoming semester. You can use LoLA to: monitor your financial aid application, register for classes, review your class schedule, check on important upcoming dates, and catch up on campus news and announcements.

Need help?

For Login and Password assistance, call (844) 465-2827.

For all other inquiries, click [here](#).

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LCTCS
265 South Foster Drive
Baton Rouge, LA 70806

First time LoLA users – click on the gold “CHANGE YOUR PASSWORD” LINK, at the bottom of the LOGIN TO LOLA box.

Reset your password

Welcome! You can use this tool to reset the password for your Log on Louisiana (LoLA) account.

If you have trouble using this tool, please try the following:

Send an email to support@lctcs.edu

Chat live with the help desk

Call the Support Line at (844) 465-2827.

How would you like to start?

Send E-Mail

Verify Personal Information

Click on the “Verify Personal Information” box.

Enter your social security number and date of birth.

Social Security		
XXX	XX	XXXX

Birthday		
Year ▼	Month ▼	Day ▼

Start Over	Next
------------	------

Enter your social security number (do not enter any dashes), then enter your birthday information, then click “next”.

Confirm your username

John Doe

☒ Yes, this is the username I use to log on to LoLA.

Start Over	Next
------------	------

Your first and last names should appear, all lower case. Check the box to confirm your name is correct, then click “next”.

Choose a new password

Your new password must meet the following:

Must not contain you first or last name

Must be between 12 and 20 characters in length

Must contain at least one uppercase letter

Must contain at least one number

Must contain at least one of the following: *+=

Must only contain letters, numbers and one of *+=

New password and confirmation must match

New Password

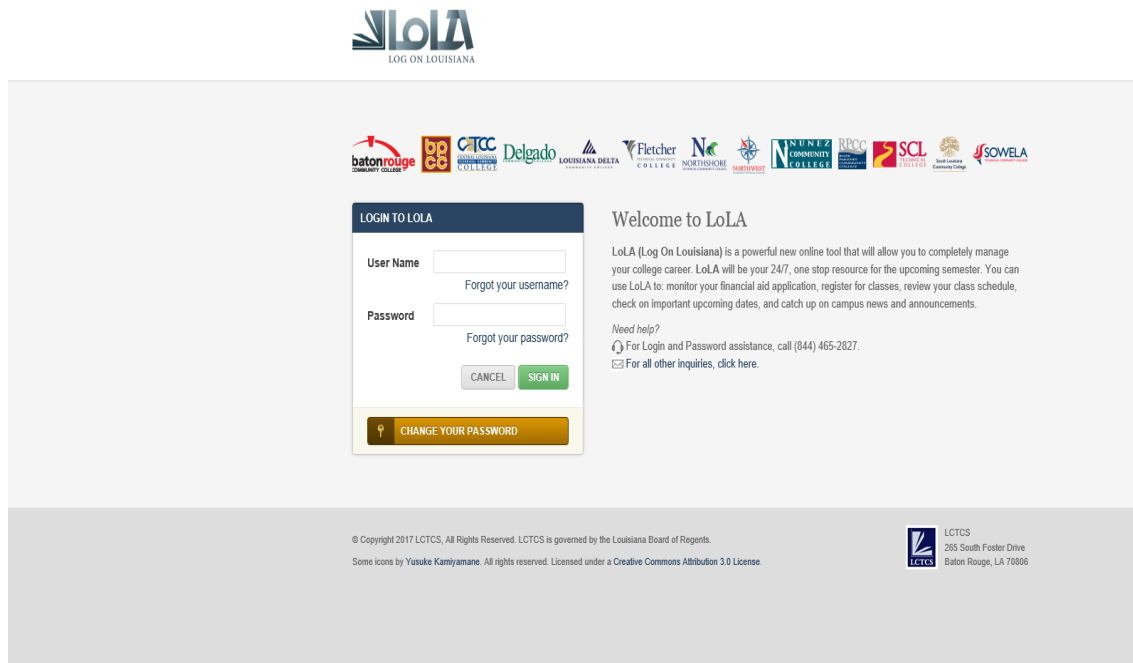
Confirm password

Create your password in the “New Password” box first. As you enter the password, you will see a green check mark appear as you meet each of the requirements on the list.

Once you successfully create the password, enter your new password in the “Confirm Password” box. Again, green check marks will appear as you meet each of the requirements. Click the “next” button.

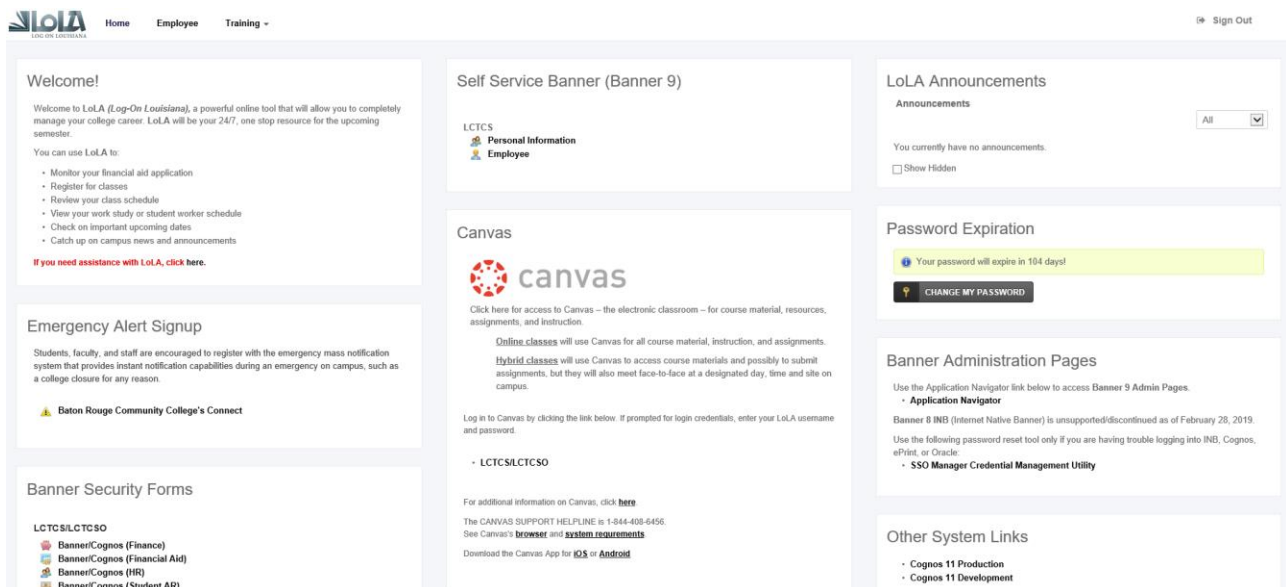
The next page will confirm that your password has been successfully set (or re-set if you are simply changing your password). Click the “Return to LoLA” button.

You will be returned to the LoLA login page. Enter your User Name and Password, then click the green “SIGN IN” button.



The image shows the LoLA (Log On Louisiana) login page. At the top, there is a row of logos for various Louisiana community colleges: Baton Rouge, CCJC, Delgado, Louisiana Delta, Fletcher, Northshore, Nunez, RBCO, SCL, and SOWELA. Below these logos is a login form with the title "LOGIN TO LOLA". The form has two input fields: "User Name" and "Password". Below the "User Name" field is a link "Forgot your username?". Below the "Password" field is a link "Forgot your password?". At the bottom of the form are two buttons: "CANCEL" and "SIGN IN". Below the form is a button labeled "CHANGE YOUR PASSWORD". To the right of the login form is a "Welcome to LoLA" section. It contains a paragraph explaining that LoLA is a powerful new online tool for managing college careers. Below this paragraph is a "Need help?" section with two links: "For Login and Password assistance, call (844) 465-2827." and "For all other inquiries, click here." At the bottom of the page, there is a copyright notice: "© Copyright 2017 LCTCS, All Rights Reserved. LCTCS is governed by the Louisiana Board of Regents." and a Creative Commons Attribution 3.0 License notice. On the right side of the bottom, there is a logo for LCTCS and its address: "265 South Foster Drive, Baton Rouge, LA 70806".

You will be logged into the LoLA portal.



The image shows the LoLA portal home page. At the top, there is a navigation bar with the LoLA logo and three tabs: "Home", "Employee", and "Training". On the right side of the navigation bar is a "Sign Out" link. The main content area is divided into several sections. On the left, there is a "Welcome!" section with a paragraph explaining the purpose of LoLA and a list of things you can use LoLA for: "Monitor your financial aid application", "Register for classes", "Review your class schedule", "View your work study or student worker schedule", "Check on important upcoming dates", and "Catch up on campus news and announcements". Below this is a link "If you need assistance with LoLA, click here." To the right of the "Welcome!" section is a "Self Service Banner (Banner 9)" section. It contains a link "Click here for access to Canvas – the electronic classroom – for course material, resources, assignments, and instruction." and a link "Log in to Canvas by clicking the link below. If prompted for login credentials, enter your LoLA username and password." Below this is a link "LCTCS/LCTCSO". To the right of the "Self Service Banner (Banner 9)" section is a "LoLA Announcements" section. It contains a link "Announcements" and a dropdown menu with "All" selected. Below this is a "Password Expiration" section. It contains a link "Your password will expire in 104 days!" and a button "CHANGE MY PASSWORD". To the right of the "Password Expiration" section is a "Banner Administration Pages" section. It contains a link "Application Navigator" and a link "SSO Manager Credential Management Utility". At the bottom of the page, there is a "Banner Security Forms" section. It contains a link "LCTCS/LCTCSO" and a list of links: "Banner/Cognos (Finance)", "Banner/Cognos (Financial Aid)", "Banner/Cognos (HR)", and "Banner/Cognos (Student AR)". On the right side of the bottom, there is a "Other System Links" section. It contains a link "Cognos 11 Production" and a link "Cognos 11 Development".

Your “home page” may have different options, based on your job, and access. All employees have the section in the top middle “Self Service Banner (Banner 9)”, as well as the “Home”, “Employee”, and “Training” tabs at the top left on the page.

Self Service Banner (Banner 9)

LCTCS



Personal Information

Employee

If you click on “Personal Information” you will be able to view and update your biographical and demographic information. You will also be able to create, view, and update your direct deposit allocations.

If you click on “Employee”, you will be taken to your Employee Dashboard

The screenshot shows the Employee Dashboard for John Doe. The top navigation bar includes the LCTCS logo, a settings gear, a user profile icon, and the name "John Doe". Below the navigation bar is a light blue header with the text "Employee Dashboard". The main content area is divided into several sections. On the left, there is a box for "John Doe" with a "My Profile" button. To the right of this is a section titled "Leave Balances as of 03/21/2019" which displays four metrics: Annual Leave in hours (1,048.06), Sick in hours (1,140.17), Compensatory Time Straight in hours (0.00), and Compensatory Time 1.5 in hours (0.00). A link for "Full Leave Balance Information" is located below these metrics. At the bottom left, there is a "Pay Information" section with a dropdown arrow, showing the "Latest Pay Stub: 03/15/2019" and links for "All Pay Stubs", "Direct Deposit Information", and "Deductions History". On the bottom right, there is a "My Activities" section with an "Enter Time" button. The bottom right corner of the browser window shows a 125% zoom level.

Your Employee Dashboard contains information on your:

- Leave Balances (as of “today’s date”)
- Pay Stubs, Earnings, Taxes, and Direct Deposit Allocations

- Benefits, and Deductions History
- Job Summary
- Employee Summary

Click on the applicable section to see its content.