Getting Started with LancerNet (first-time login) & Accessing Your Online Class Materials

What is *LancerNet*?

LancerNet is a web-based portal system with tools that include calendars, task lists, address books, photo albums, chat rooms, message boards, special EWC communities and LancerAlert! -- an opt-in text-message service to receive emergency announcements and other messages from the college. *LancerNet* provides access to online course content, your class schedule, placement test scores, unofficial transcripts, Financial Aid status, the ability to pay tuition online, and your semester grades. Additionally, you also have an EWC e-mail address to which all correspondence from the college will be sent. You can view and send e-mail from within *LancerNet*. Accessing *LancerNet* requires a username and password.

First-Time Login

Step 1: From a computer, connect to the Internet (if you are using a campus computer, after you login to the network, you have instant access to the Internet).

Step 2: Open a web browser (Internet Explorer, Netscape, Firefox, Safari, etc).

Step 3: Navigate to the EWC home page: **http://ewc.wy.edu** (You may wish to bookmark this page!). Click the link to "LancerNet" found in the top-center of the page.

Step 4: On the new web page that appears, you will see two boxes to enter your EWC Username and LancerNet Password. **If you have used EWC's LancerNet before, your EWC Username and password have not changed.**
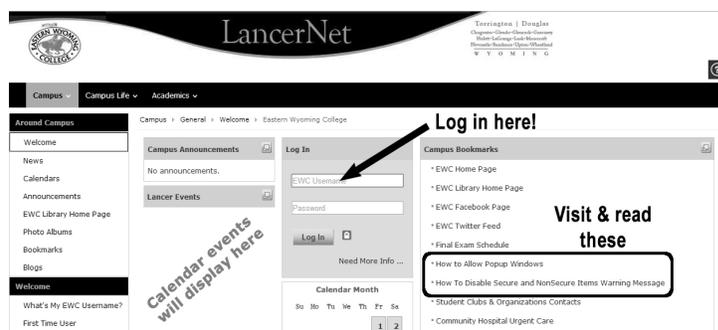
What is my EWC Username? What is my Password?
You should have received a letter from EWC with this information. Depending on how and when you first enrolled as a student, it could have been handed directly to you, have come in the mail, or you received it attached to an e-mail message. If you don't have this information, contact the Instructional Technology office (see end of document).

Step 5:   After entering your EWC Username and LancerNet Password, click the button that says "Log in" or press [Enter].

> You may be prompted to allow pop-ups from this website. It is highly advised that you DO. If you see a message about web browser incompatibility, carefully read the warnings presented and install any missing plug-ins or use a different web browser.

Step 6:   You will be presented with the *CampusCruiser* Terms of Usage. You must accept these terms in order to access the system.

Step 7:   You will be required to change your password at this point and must create or select a password hint question and provide an answer. If you also enter an alternate e-mail address, a new password can be sent to you if you cannot remember yours. **Keep track of your new password.** You can change your password again at any time.

Step 8:   A message inviting you to subscribe to LancerAlert! will display. This service allows EWC to contact your mobile phone with text or voice messages in case of an emergency on campus. You may also subscribe to receive other types of informational messages.

Step 9:   You will arrive at your personal "MyLancerNet" dashboard or home page. The dashboard presents information in "channels" such as:

- Campus Announcements

- Community Announcements

- A view of your LancerNet mail inbox

- A mini calendar and schedule of events

- Classes you are taking, including distance classes

- Any clubs, committees, offices, or other communities you are part of

You can modify some of the layout and content of your dashboard to suit your needs.

Important Personal Tools

LancerNet provides you with access to some personal tools. Although there are several tools, this handout will highlight only those which will be most important toward your success with distance classes. Personal tools drop down when you roll over the personal "QuickPath" icon found at the top right of every LancerNet page.

E-mail

This is your official EWC e-mail. You can send mail to any valid e-mail address, maintain an address book, and organize mail into folders. If you have new mail, the QuickPath icon will display a red mark and a number will appear next to the link.
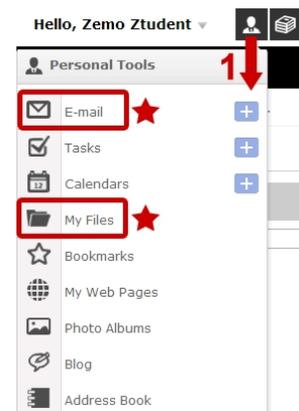
My Files

> This area allows you to upload and store up to 150 MB of files that you can access from anywhere you can access LancerNet.

Profile

> To access your personal profile, rollover the link that welcomes you by name, then click the "Account and Profile" link from the drop-down menu. This tool allows you to enter information about yourself to share with others, including the ability to upload an image.
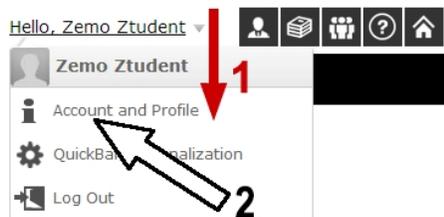
Accessing Your Class Materials

You can view your list of classes either from the "My Classes" channel on your dashboard or from the "Academics" link on the black navigation ribbon in LancerNet. This class listing may also include notifications of new items in your class such as announcements, assignments, assessments, message board postings, etc.

Step 1:   Click the name of your course to access the class.

Step 2:   You will arrive at your class welcome page. You will find a context-sensitive Help button in the menu bar at the top of the course window.

Step 3:   For an online class, locate the "Get Started!" or "First Day of Class" icon and link. Click that link and begin reading about your class.

Feel free to browse through all areas of your class—**you can't hurt anything!**

If you need help, click the Help link to find an answer to your question, or contact the EWC office of Instructional Technology (8:00 am - 5:00 pm, Mountain Time, weekdays).

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Toll Free: 1-877-392-4678 (877-EWC-INST), menu item 3

Local: 534-2912, menu item 3

Office: AC 115, Torrington Campus