

Student Access to LMS Computer Systems

Please visit <u>tech.lancastermennonite.org</u> for a variety of technology-related information and how-to guides, including our Acceptable Use Policy (expectations for student behavior online) and steps we take to protect students.

For all students, returning or new: if you ever have trouble remembering your password, or if your password has expired, or simply does not work, please go to <u>password.lancastermennonite.org</u> to reset it.

Instructions for New Students:

(new student accounts may not be ready until 1st week of school)

Username 2-digit grad year + last name + 2 letters of first name

Temporary Password student ID number + "lms"10

For example, John Smith, class of 2021, with student ID 12345:

Username 21smithjo Temporary Password 12345lms

Email Address 21smithjo@lancastermennonite.org

Please change your password immediately

You will need to change your password before logging in. You can change it from any computer with Internet access by visiting password.lancastermennonite.org

- 1. Open password.lancastermennonite.org using Google Chrome, Mozilla Firefox, Safari
- 2. Click the "Change Password" link
- 3. Log in using your username and temporary password
- 4. When prompted, submit information you can use to reset your password if you forget it
- 5. Set a new password, which will become your password for all of the services listed below

If you forget your password or need to change it, you can do so by visiting <u>password.lancastermennonite.org</u> and clicking "Forgotten Password."

Use your LMS username and password to access school computers and the following services:

Password Self-Service password.lancastermennonite.org

School E-mail (Google Apps) <u>mail.lancastermennonite.org</u>
Schoology (communication and grades) <u>schoology.lancastermennonite.org</u>

Technical Support <u>helpdesk.lancastermennonite.org</u>

School Wi-Fi Network Connect to "LMS School" wireless network

When accessing your school email, Schoology, or other services with a Google login, please include

[&]quot;@lancastermennonite.org" after your username. For all other services, please omit

[&]quot;@lancastermennonite.org".

Connect to school Wi-Fi network

You can connect your personal cell phone, tablet, or computer to the school wireless network. In the Wi-Fi settings for your device, look for the network called "LMS School". Use your username and password to authenticate. For more information, please visit <u>tech.lancastermennonite.org</u>

For further assistance or to report problems, please contact technical support by emailing support@lancastermennonite.org

Office contact information

| Lancaster Campus | (717) 299-0436 |
|---------------------|----------------|
| Locust Grove Campus | (717) 394-7107 |
| New Danville Campus | (717) 872-2506 |
| System Office | (717) 509-4459 |