LONE STAR COLLEGE — OFFICE OF TECHNOLOGY SERVICES

Welcome to Lone Star College! The Office of Technology Services (OTS) serves the information technology needs of LSC. The OTS team (and our pal, OTiS, here) are ready to help you with your IT needs. Check out all the helpful info on this flier and be sure to view our service catalog in the LSC Service Center (click the Tech Help button in myLoneStar) for a full list of services and valuable info!

Accessing On-Campus Wi-Fi

1 Choose **LoneStar.**

LoneStar
LoneStar-Visitor

2 Enter your **Lone Star College username and password.** (same used to login to myLoneStar)

Password

NOTE: You might encounter a security message about the connection not being private. It is okay to proceed with the connection.

NOTE: On iOS devices, you may have to enter **lscs** before your username in order for the system to connect.

Having the latest operating system, OS patches, and security patches installed on your personal device(s) will help lessen the chances of experiencing connection issues to the wireless network.

Don't buy Office. It's free!

Install the latest version of Office on up to five devices including s desktop, laptop, tablet, or other mobile devices for FREE!

Go to **Office.com/GetOffice365** and sign up using your LSC email address.

The download includes a OneDrive account which provides you with 1 TB of storage in the cloud.

Chat and Share with Webex Teams

Work with other students and/or your instructors at any time, on any device, outside of class using Webex Teams (formerly Cisco Spark).

To get started, sign up with your LSC email address at: **https://teams.webex.com/signin**

Check out YouTube for videos on how to use Webex Teams to meet face-to-face in real-time, chat, and share.

Computer Labs

All LSC locations have computer labs available to students. Most labs are equipped with Windows workstations, printers, and USB ports for access with compatible flash/USB drives.

Pay-to-Print

Print your documents from any LSC library or mobile device. For details, go to:

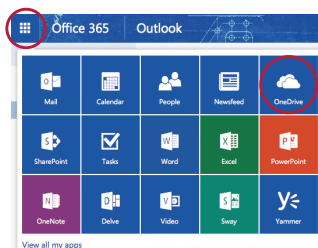**LoneStar.edu/Pay-to-Print**

Students! Need to print?
Visit the Library to get your LSC Student ID badge today.

Get IT Help

The OTS Service Desk is open 24/7/365 for your convenience. Click "Tech Help" in myLoneStar to report an IT problem, find information about technology services available at LSC, or to chat with us. For immediate assistance, call 832.813.6600.

24/7 365

Access your files anytime, anywhere

You can save up to 1 TB worth of files with OneDrive cloud storage which is accessible anytime, anywhere from any computer or mobile device with Internet access.

To access your OneDrive account, log in to your LSC student email and click the App menu icon in the top left corner of Office 365. Then click the OneDrive tile to open the application.

Employment Opportunities

Do you have excellent technical knowledge of network, hardware, and operating systems? Strong customer service skills? Come work for OTS!

Students interested in obtaining employment at LSC should explore our current job openings. Visit **lonestar.edu/employment** and click the "Search Job Openings" link to view our latest openings.

Be Cyber Aware

Always be wary of any email you receive that has an attachment or links, especially from anyone you do not know or were not expecting.

Do not open attachments or click on links in emails without verifying who sent the email.

$ **And watch for financial account changes.** Cyber security scams often target students with scholarship and financial aid fraud schemes. If you receive a notice from Lone Star College's payment system, TouchNet, informing you the information in your account has changed, **DO NOT IGNORE**. This could be a fraud issue. If you suspect there was an unauthorized change to your account:

1. Immediately go online and change your password at **LoneStar.edu/resetpassword** or contact the OTS Service Desk at **832.813.6600** for help changing your password.
2. Contact the Lone Star College Police and have a police report completed.
3. Contact your business office to complete a fraud affidavit as soon as possible.

Trouble Logging In?

Ruh roh!

Look up your username or reset your password at:

LoneStar.edu/login

Keep your password safe. Do not share it with ANYONE.

Protect Your Account

Students must reset their password every 180 days. Be on the lookout for reminders and reset yours early to prevent loss of access to LSC computers and resources.

If you have not yet set up your list of unique password reset challenge questions, go to:

LoneStar.edu/loginapps

Strengthening the security of your account.

Get the app!

Access myLoneStar anytime, anywhere with our app!

Available on the App Store

ANDROID APP ON Google play

Follow OTS

@LSCots

Follow our pal, OTiS, for info, reminders, and more **@LSCots**!