

## New Hire ADJUNCT Information Packet

Lewis and Clark Community College is excited to welcome you to our team. As an adjunct with LCCC there is information that we would like to share with you. In this packet you will find quick references on how to access Blackboard and Self-Service, as well as details about LC Team Member ID cards, LC Parking Tags, Trailblazers Athletics Club, W2 documents, LC Alert, and SURS.

If you have not already completed EDTR-201-80, Orientation for Adjunct Instructors course, you will be required to do so. This is a four-week, fully-online, free course that focuses on understanding the general College practices part-time instructors must follow. This course includes, but is not limited to, step-by-step instructions on using such services as Blackboard and BlazerNet/Self-Service, and information on College communication systems, academic protocols, and student learning.

The week before this class begins, an email will be sent to your LC work email from Mary Lou Watson, [mlwatson@lc.edu](mailto:mlwatson@lc.edu), with directions on completing this course.

Please contact your Division Assistant, Program Coordinator or Dean if you have questions regarding your classes assigned.

Please reach out to Human Resources via email ([humanresource@lc.edu](mailto:humanresource@lc.edu)) for questions regarding your employment with LC.

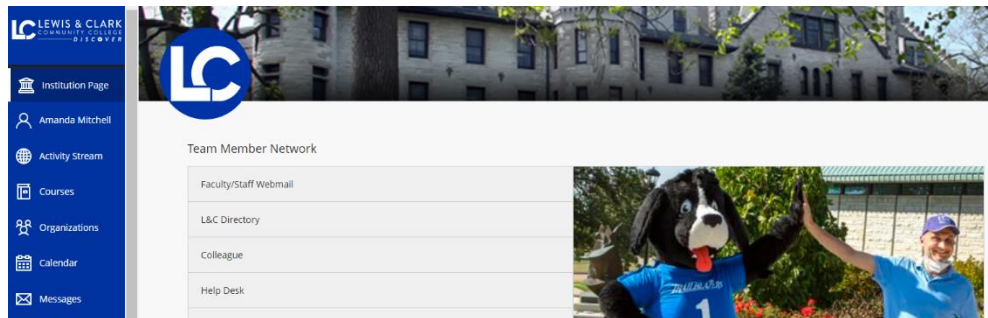
*Please Note: Adjuncts are hired/scheduled on a semester basis once the Program Coordinator has determined a need for additional teaching staff to support the department's classes. At this time, you have been set up with LC credentials and an LC email to access while you are actively teaching for LCCC. If you are not actively teaching for 60 days or more your LC credentials and email may be disconnected. Please do not use your LC email for personal use. Only use your LC email for LC business and teaching. If there are emails you wish to save from your LC email please do so prior to the end of your active class as we cannot guarantee the ability to maintain information within your email if it has been disconnected. If you are not actively teaching for a year or more Human Resources will require you to complete new onboarding paperwork to begin teaching again.*

# Accessing Blackboard

Access Blackboard by visiting: <https://blackboard.lc.edu>

Log in with your LC User Name and Password.

Provides access to LC email, LC directory, Help Desk and much more.

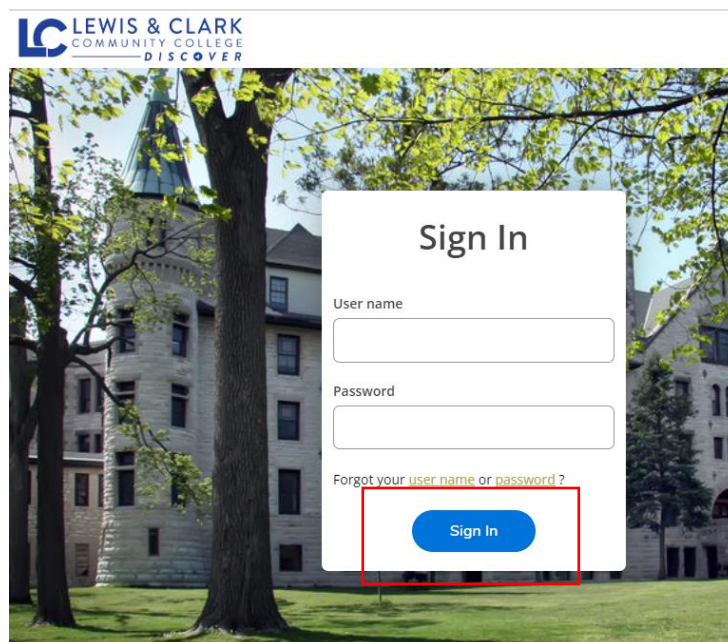


# Accessing Self-Service

Access Self-Service by visiting: <https://selfservice.lc.edu/>

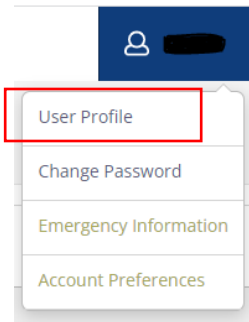
Log in with your LC User Name and Password.

Provides access to choose to receive W2 electronically, view earning statements, update address info, change password or update profile.



# Updating Your Address in Self-Service

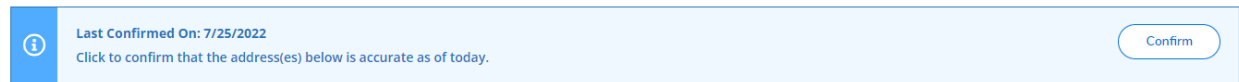
**Step 1:** Once successfully signed in, click on your LC Network ID to open a drop-down list of options. Click 'User Profile'.



**Step 3:** Under 'About You' is 'Addresses'. Click '+ Add New Address'.

Information except your email address can be updated below

Addresses



**Step 4:** Enter in the required \* information. Click 'Add Address'.

A screenshot of a form titled 'Enter Address Details' with a close button (X) in the top right corner. The form contains the following fields: a checkbox for 'Outside US/Canada', 'Address Line 1 \*' (text input), 'Address Line 2' (text input), 'City \*' (text input), 'State/Province \*' (dropdown menu with the text 'Please choose a state/province'), and 'ZIP/Postal Code \*' (text input). At the bottom of the form, there are two buttons: 'Cancel' and 'Add Address'. The 'Add Address' button is highlighted with a red rectangular box.

***You will see both the current address and your new requested address in the listing. Changes will officially take effect on the next business day. This will update your view in self-service to only see the new address you have provided once this has updated on the next business day.***

# Hours for ID Cards

Employees of Lewis and Clark will need to obtain a free employee ID card. You can get your ID card in the Enrollment Center, located in Baldwin Hall, room 1450. As an employee of LC you are also offered some of the local LC student/employee discounts from various local businesses such as Baker & Hale, Godfrey Germania, Monticello Plaza Subway, Godfrey Dairy Queen, Chick & Pig and our campus bookstore just to name a few.

## Enrollment Center Office hours:

Monday – Friday

8:00 a.m. to 4:30 p.m.

618-468-2222

# Parking Tag

You will need to obtain a free parking tag by visiting the Security Office located at the north entrance of campus. You will want to utilize the drive-up window. There you can complete a parking permit form with all of your information and your vehicle information and they can provide you with a campus parking tag free of charge.

# Trailblazers Athletic Club

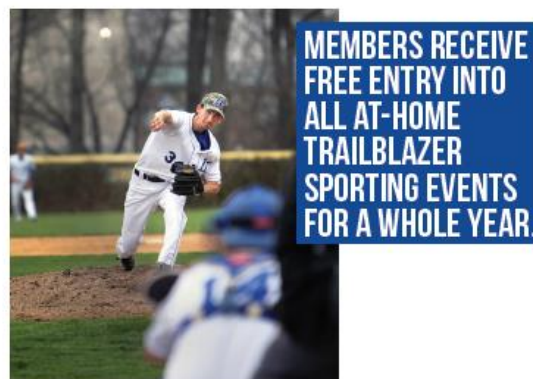
As an employee of LCCC you have free access to our Trailblazers Athletic Club. Contact our Athletics Department (618) 468-6002 to complete an enrollment form to sign up for the Trailblazers Athletic Club and for details on hours of operation for our Fitness Center and Pool.

## TRAIN LIKE AN ATHLETE

Athletes always have the best training facilities. Now those same facilities are available to you while at the same time showing your support for the Lewis and Clark Trailblazers.

As a member of the Trailblazer Athletic Club you can work with the most up-to-date fitness equipment and have access to an Olympic-style swimming pool. Everything you need for the type of exercise you want is available on the campus of Lewis and Clark Community College.

After your workout, attend the best in collegiate sports action. Members receive free entry into all at-home Trailblazer sporting events for a whole year. Catch all the Trailblazer action versus their biggest rivals.



**MEMBERS RECEIVE  
FREE ENTRY INTO  
ALL AT-HOME  
TRAILBLAZER  
SPORTING EVENTS  
FOR A WHOLE YEAR.**

Whether you're thinking about your family, business, or yourself, the Trailblazer Athletic Club has a membership tailored for your needs.

**JOIN TODAY...** it's your opportunity to workout in the best facilities while supporting Lewis and Clark Community College Athletics.

# LC Alert Information

LC Alert is Lewis and Clark Community College's Emergency Notification System. In the case of an emergency on campus or a school closing due to inclement weather, important notices will be sent via voice, text, email and social media using the LC Alert system.

For your safety, students and employees are automatically registered to receive these important alerts using the contact information in our enrollment and human resources databases. Community members can be added to the system by request.

Please log in using your lc.edu email address and password to verify your contact information and make sure we're connecting with you effectively.

Please follow the instructions below to check your account annually and request changes or updates as needed.

## Instructions

### Faculty and Staff

- Please log into [selfservice.lc.edu](https://selfservice.lc.edu) using your single sign-on (SSO) username and password.
- Click on your username in the top righthand corner of your screen and choose "Edit Profile."
- Confirm or add all relevant phone numbers and email addresses so that they are on record with HR.
- You should also be able to edit and remove incorrect information, except for \*\*default contact info.
- \*\*If you need to make a change to your default contact info, it is IMPORTANT that you contact HR to correct it. Team members should contact HR at [humanresources@lc.edu](mailto:humanresources@lc.edu).
- After waiting at least 24 hours for the system to auto-populate, log into LC Alert at <https://www.getrave.com/login/lc> using your lc.edu email address and password.
- Click on your username in the upper right-hand corner of the screen and select "My Account" from the dropdown menu.
- From "My Account," you can change your password or add additional phone numbers and email addresses as desired.
- Once your info looks correct, log back in and click the yellow "test" button to see how notifications will work on your various devices.

### Community Members, Contractors, etc.

- If you previously signed up to receive alerts from us, we have rolled your profile into our new system automatically. Request any necessary changes by contacting L&C's [Help Desk](mailto:helpdesk@lc.edu) at [helpdesk@lc.edu](mailto:helpdesk@lc.edu).
- If you wish to be added for the first time, please contact L&C's [Help Desk](mailto:helpdesk@lc.edu) and provide your first/last name and email address at a minimum.

Be sure to check in each semester to ensure you will receive timely alerts in the event of an emergency or school closing.

# SURS

[www.surs.org](http://www.surs.org)

## SURS Pension

- Retirement contributions of 8% for part-time team members are automatically deducted from your earnings
- Choose between multiple retirement options within the first 6 months of your certification with SURS
- Your choice will govern the benefits available to you for life and **cannot be changed or revoked**
- You are paying into SURS in lieu of paying into Social Security if you begin teaching with LC in the Spring or Fall semester

## SURS Deferred Compensation Auto Enrollment

Team members will be automatically enrolled after 30 days of employment if you are first certified with SURS after July 1, 2023. A rate of 3% will be deducted before taxes from each paycheck. This is applied to your SURS Lifetime Income Strategy (LIS).

### **For more details or to OPT OUT of this plan after you have been certified with SURS:**

Log into SURS.org , access Member Login, click “Enroll in the SURS DCP” link or contact 800-613-9543 for assistance. You have 30 days to opt out of this auto enrollment.

Team members previously certified with SURS prior to July 1, 2023 can OPT IN by logging into the SURS member site to access “Enroll in the SURS DCP”.