LPC PORTAL

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Login Instructions

1. Go to **https://lpc.empower-xl.com**.

2. Enter your login information:
   - Username: First Initial and Last Name (i.e., Minnie Mouse would be mmouse).
   - Password: 8-digit date of birth, in order of year, month and day (YYYYMMDD).

3. Be sure to change your password after initial login to ensure your student portal is secure.

Access Your Schedule

Viewing your schedule:

1. Select "**Student Records**" from the top left-hand corner.
2. Under "**Schedule Information**," select "**Student Schedule**."
3. If it does not select your desired term automatically, please select the desired term from the "**Term**" drop-down list from under the "**Student Schedule**" heading.

Printing your schedule:

1. Once you have opened up your schedule for the appropriate semester, click on "**Printable Version**" on the right-hand side. This will open a new tab with the printable version.
2. In the new tab, print your schedule by using one of the following shortcuts:
   - PC Users: Select "CTRL + P" to print.
   - Mac Users: Select "Command-P" to print.

Exporting your schedule:

1. On the "**Student Schedule**" page, select "**Export schedule to your iPhone/Google/ Outlook calendar**."
2. Make sure all the courses you wish to export are checked under "**Include?**" and that the "**Time Zone of Events**" is set to "**U.S. Pacific Time**."
3. Follow the instructions under "**Export Instructions**" and the "**Steps for .ics File**" to export your schedule for either your Google calendar, Outlook calendar, or iPhone.

Search for Classes

1. Select "**Student Records**" from the top left-hand corner.
2. Under "**Schedule Information**," select "**Course Schedule**."
3. **Select the term** you wish to view.
4. Press "**Search**" to view the full fall schedule.
5. Use additional search filters to find specific courses:

- **Location**: Use this to view your specific campus.
    - ♦ <u>**LPC Campus**</u>: Traditional, on-campus students (includes online courses).
    - ♦ <u>**Online**</u>: Only for online programs (DCP & MASL).
    - ♦ <u>**Ignite**</u>: On-site at our Virginia extension campus.
- **Department:** Use this filter to look at courses from a specific subject (i.e., Art, Math, etc.).
- **Days**: Use this filter to view classes offered only on specific days.
- **Starts After**: Input a desired start time to view class that start after that time.
- **Session**: *Not recommended for use.*
- **Instructor**: Use this filter to view classes with specific professors.
- **Course**: Use this filter to view classes with a specific course title.
- **Ends before**: Input a desired end time to view classes that end before that time.
- **Classroom**: *Not recommended for use*
- **Emphasis**: *Not available for use.*

Transcript

Viewing your unofficial transcript:

1. Select "**Student Records**" from the top left-hand corner.
2. Under "**Degree Information**," select "**Unofficial Transcript**."

Printing your unofficial transcript:

1. Once you have opened up your unofficial transcript, click on "**Printable Version**" on the right-hand side. This will open a new tab with the printable version.
2. In the new tab, print your unofficial transcript by using one of the following shortcuts:
   - PC Users: Select "CTRL + P" to print.
   - Mac Users: Select "Command-P" to print.

Update Your Personal Information

1. Select "**Student Records**" from the top left-hand corner.
2. Under "**Personal Information**," select "**Update Personal Information**."

Address & email:

1. To change your home address and personal email address, select "**Address**," and then "**Update**." Update the existing address information and then select "**Update Address**."
2. To add a new address, select "**Address**," then select "**Add New Address Info**." Input your address, and then select "**Add New Address**."

Phone number:

1. To change your phone number, select "**Phone**" and then "**Update**." Update the existing phone information and then select "**Update Phone Info**."
2. To add a new phone number, select "**Phone**" and then "**Add New Phone Info**." Input your phone information, and then select "**Add New Phone Info**."

Major:

1. Update your major by selecting "**Student Data**," and then "**Update.**"
2. In the purple box, make sure the "**Term**" is set to the current semester.
3. For single majors, select your desired major from the drop-down list under "**Major 1**."
4. For double majors, select one major under "**Major 1**" and your second desired major under "**Major 2**."
5. Select "**Submit**" to send this desired major change to the Registrar's Office for review.

Please note: Majors will not be updated automatically. The Office of the Registrar will review this change and notify you via email if it is approved.

Registration Instructions

Registering for classes:

1. Select "**Student Records**" from the top left-hand corner.
2. Under "**Course Registration**," select "**Registration**."
3. Supply your "**Advisor Pin**" in the field provided.
4. Select the semester for which you would like to register from the drop-down list.
5. Select "**Register**."
6. Select "**Add Courses**."
7. Under "**Location**," select "**LPC Campus—LPC**."
8. If you know the specific courses you want to register for, you may look them up by Department and Course. Otherwise, just press "**Search**" to retrieve the full list of LPC classes for the semester.
9. Select the check box next to each of the courses for which you wish to enroll.
10. Once you have selected all of your courses, hit the "**Register**" button at the top or bottom of the page.
11. After the system has processed your request, you will be brought to a screen which indicates the success of your registration.
    - The first line will indicate how many classes you registered for successfully.
    - The second line will indicate how many of your selected courses were not registered for successfully.
12. Select "**See Detail**" to review your courses and view any errors (if applicable).

Please see the following page for registration errors and the solutions.

Registration Errors

Time Conflict: If you attempted to register for courses offered at the same time, you will receive this error. Please "Delete" one of the courses and add a different section or course.

Course requisites incomplete: If you attempted to register for a class that has prerequisites you are currently taking, you will receive this error. Go ahead and select a "Waitlist Priority" option, and then the "Waitlist" hyperlink. You can leave a brief comment, but it is not required. Be sure to select the "Submit" button to confirm your spot on the waitlist.

Once you have placed yourself on the waitlist, you will see a blue circle with the letters "WL" in white at the bottom righthand sign of the course in question. No further steps are required to confirm your spot on the waitlist.

Course requisites not met: If you attempted to register for a course for which you have not taken the prerequisites AND are not registered for those prerequisites, you will receive this error message. Unless you plan to complete the transfer units prior to the start of the next semester, you should delete this course and select another.

If you will complete the prerequisite course at another institution and transfer it in prior to the start of the semester, you may place yourself on the waitlist. select a "Waitlist Priority" option, and then press the "Waitlist" hyperlink. When you are given the option to leave a comment, please write "Transferring prerequisite." Be sure to select "Submit" button to confirm your spot on the waitlist.

Once you have placed yourself on the waitlist, you will see a blue circle with the letters "WL" in white at the bottom righthand sign of the course in question. If further steps are required to confirm your spot on the waitlist, our office will follow up with you.

Repeating Course: If you attempted to register for a course for which you have previously attempted, you will receive this error. Go ahead and select a "Waitlist Priority" option, and then the "Waitlist" hyperlink. You can leave a brief comment, but it is not required. Be sure to select the "Submit" button to confirm your spot on the waitlist.

Once you have placed yourself on the waitlist, you will see a blue circle with the letters "WL" in white at the bottom righthand sign of the course in question. No further steps are required to confirm your spot on the waitlist.
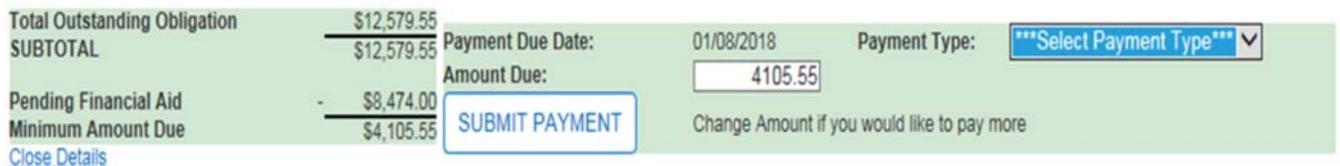
Directions for Online Payment

Accessing Payment Portal:

1. Select the "**Financials**" tab.
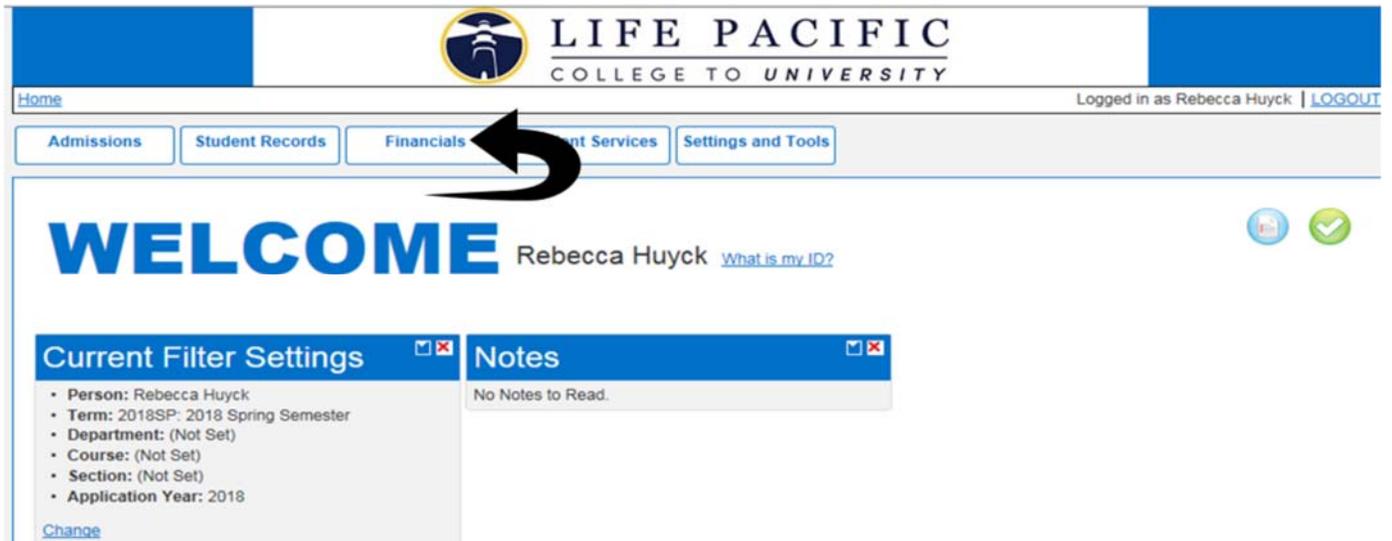
2. Under "**Financials**," select "**Billing Detail Summary**." A Billing Detail Summary will appear and you will have the option to make a payment.
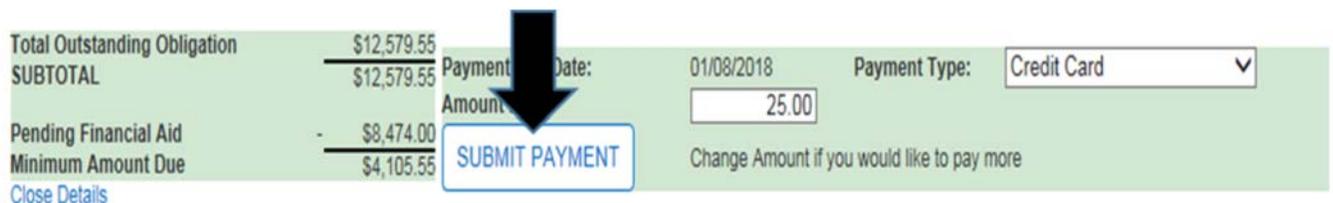3. Under "**Payment Type**" select "**Credit Card**".

4. The amount that will appear in the "Amount Due" box is the balance due after financial aid is applied. You can change this to the amount you want to pay, see below.
5. Select "**Submit Payment**"

6. Select "**Next**"

Directions for Online Payment (continued)

7. Enter the credit card number, expiration date and CVV code

ORDER SUMMARY

| Description | ID:
Payment | | TOTAL | $ 25.00 |
| Invoice Number | 26 | | | |

CARD NUMBER •   EXP. DATE •   CARD CODE •

8. Enter the billing information of the credit card being used. The first name, last name, zip code, address, city and state must match the credit card information.
9. Enter the email address where you want the receipt sent.
10. Select "**Pay Now**."

Pay Now   Cancel

11. Once you have selected "**Pay Now**," the following will appear. ***You must select "Must Click to Finish" in order to complete the transaction*** and have the payment posted to your account. If you do not click "**Must Click to Finish**" <u>your card will be charged but the payment will not automatically post to your student account.</u>

LIFE PACIFIC COLLEGE   Must Click to Finish

Wed Mar 21 2018 11:23:34 AM

Thank-you for your business!

$ 25.00

12. Once you have successfully made the payment this message will appear, indicating the payment has been posted to your student account.

Thank you

Billing Authorize.Net Payment -- from Rebecca L Huyck

Thank you

OK

13. If you have any questions please contact Becky Huyck, Director of Student Accounts at (909) 706-3019.