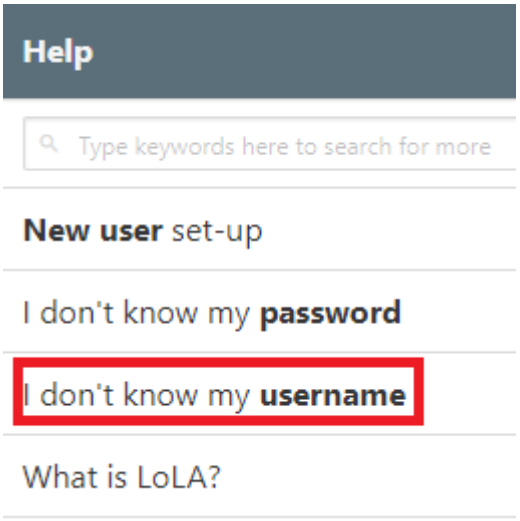
How do I find my LoLA username?

1.) Go to www.northshorecollege.edu and select the **LOLA** link located on the top menu bar.

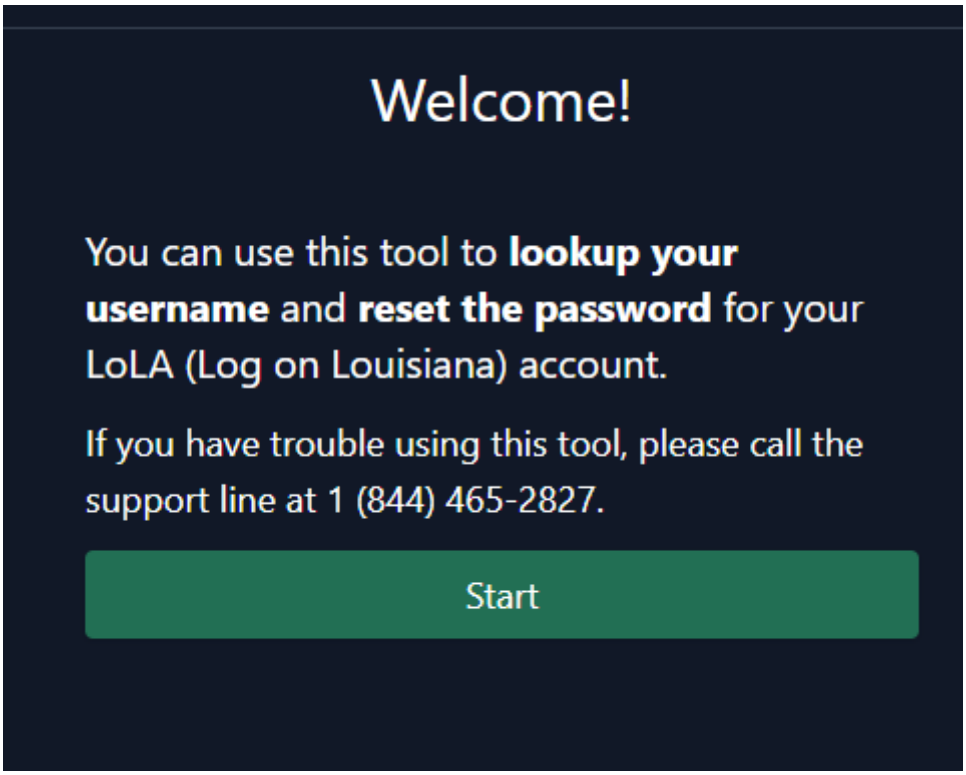


2.) Under **Help:** Select "**I don't know my username**" link for your username. This will send you to the look up tool.

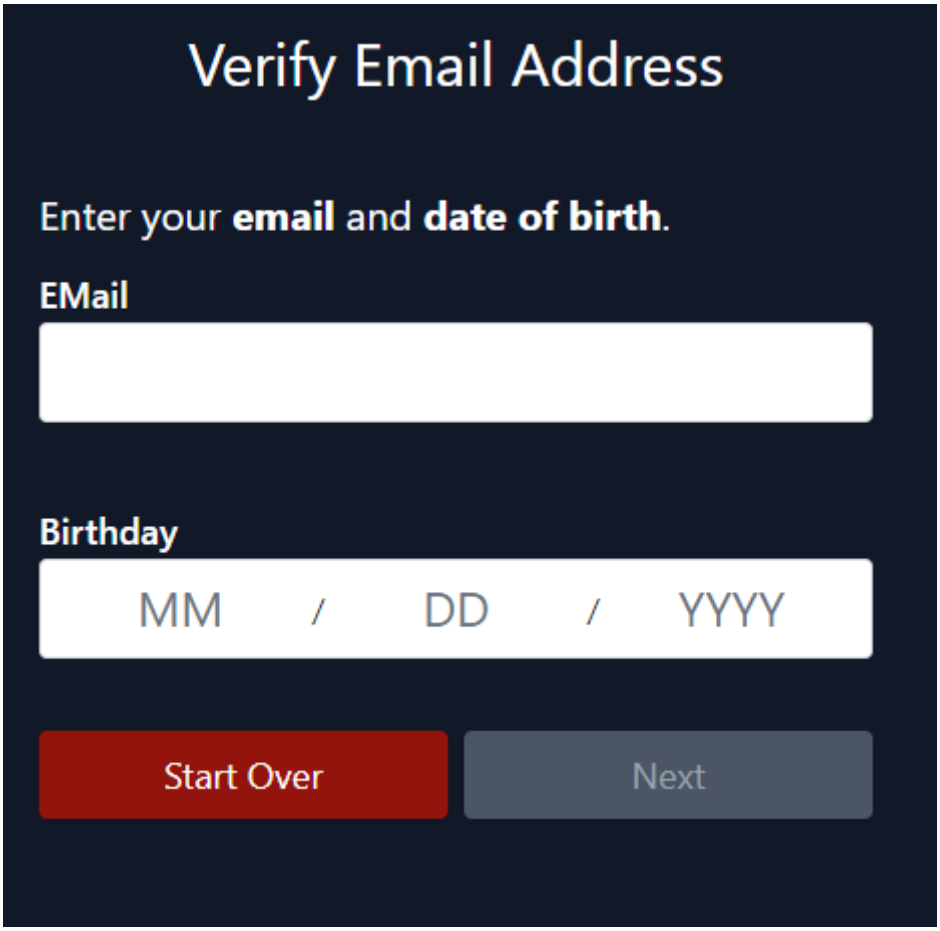
Use the prompts to learn what your username is.



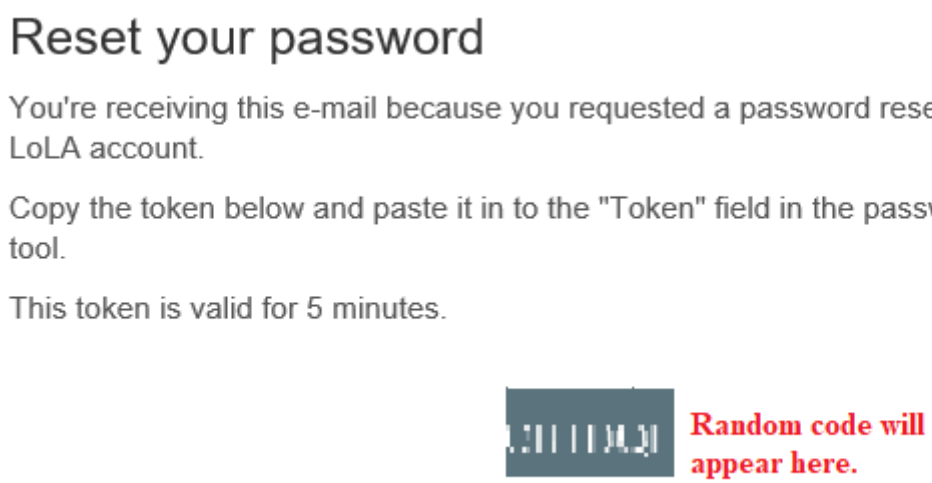
3.) Click **Start**



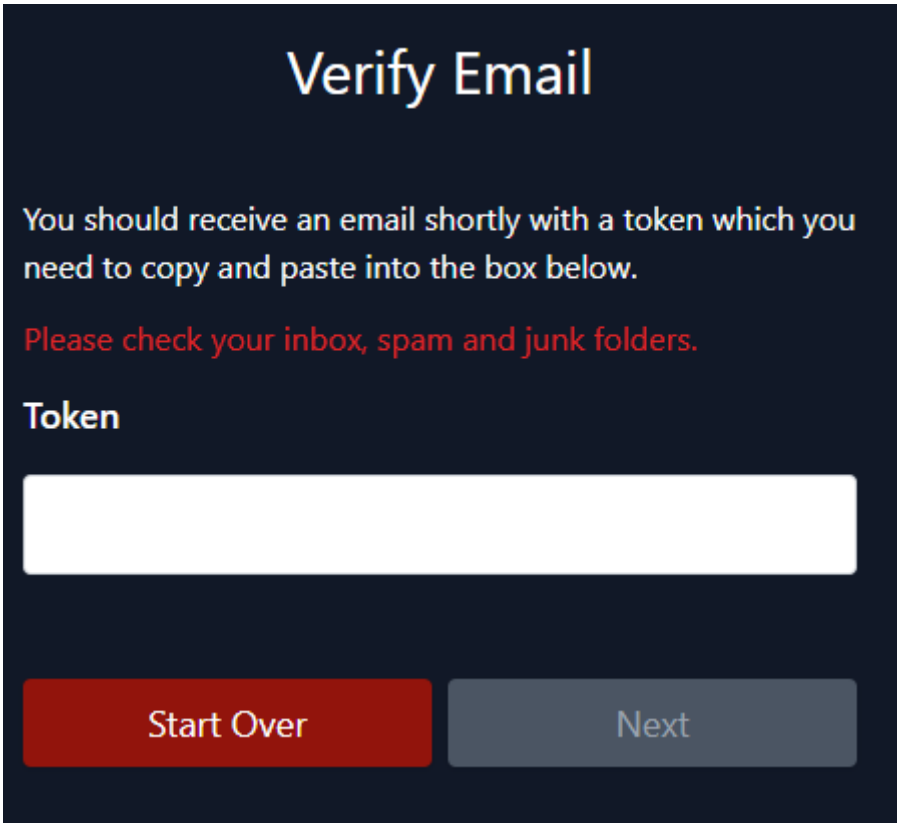
4.) Enter your information then click **Next**. **Do NOT click Start Over.** This will cause you to return to the beginning and start the process all over again. The email will be the one that is your preferred email choice in LoLA. Usually this is your NTCC email, but it may be a personal email.



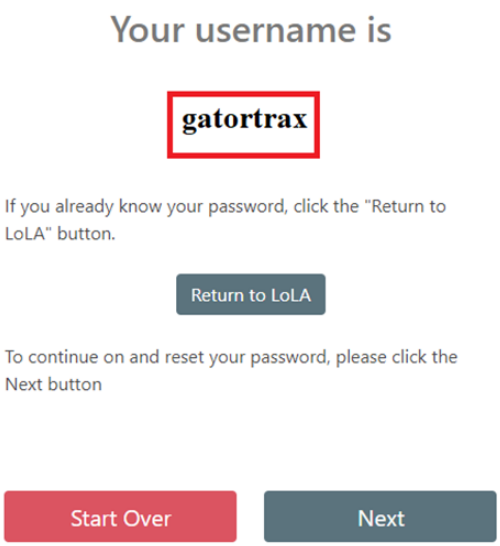
5.) You will be sent an email with a code.



6.) Input that code in the box labeled **Token** then click **Next** once it turns green.



7.) Your username will show on the screen. If you need to reset your password, click **Next**. If not, then click **Return to LoLA**.



Revision #4
Created 2022-10-25 20:14:47 UTC by Karrie White
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