

Student Computer Accounts – Email/University Computers/WebAdvisor

Students will have at least two user accounts that they are responsible for during his/her tenure at LMU: email and WebAdvisor. Both accounts use the syntax first name, last name (e.g., Susan Jones) and start out with the password as your 6-digit birthday (MMDDYY). These are separate accounts and changing the password on one account does not automatically change the password on the other.

Email

This account is used to login to the computers attached to the LMU network infrastructure (including computers that are located at extended campuses). This user account is also used to check email using LMU's web-based email. This is the student's University Email account.

WebAdvisor

WebAdvisor is a web-based information management tool that allows students to search for classes, and access their Student Profile, Class Schedule, Grades, Student Account, and Financial Aid information.

The student's account with the Finance Office must be paid in full and Perkins student loans must be in a current non-defaulted status in order for the student to gain access to WebAdvisor. To access WebAdvisor on the Internet from LMU's website go to <https://webadvisor.lmunet.edu>.

Each student is assigned a unique username and temporary password (that must be changed upon first log-in to WebAdvisor). It is the responsibility of each student to ensure that his/her password remains confidential. LMU does not accept responsibility for any password-related breach of security. The student has the option to decline the assignment of a username and password to access WebAdvisor.

LMU Student Email Policy

Electronic mail (email), like postal mail, is an official mechanism for administrators, faculty, staff, and students to communicate with each other. The University expects that email communications will be received and read in a timely manner. Students are expected to check email frequently and regularly to stay current with University-related communications, recognizing that certain communications may be time-critical. If a student receives an official e-mail from a University faculty member, administrator, or staff member and does not read that e-mail, any subsequent repercussions cannot be excused by "unread e-mail messages."

Inappropriate emails, some examples of which are described below, are prohibited. Anyone receiving such an email should immediately contact the University Helpdesk.

Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communication. If a student engages in this type of behavior, it will be considered a violation of the policy and will result in disciplinary action. Examples of inappropriate uses of e-mail are as follows:

- Sending bulk e-mails that do not relate to University business or student activities. Bulk e-mails that mention names and individuals in a derogatory manner are unprofessional and could be considered slanderous.

- The creation and exchange of messages that are harassing, obscene or threatening.
- The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information.
- The creation and exchange of information in violation of any laws, including copyright laws or University policies.
- The knowing transmission of a message containing a computer virus.
- The misrepresentation of the identity of the sender of an e-mail.
- The use or attempt to use the accounts of others without their permission.

Every student is issued an email account. Some faculty members require submission of homework assignments via email. Students may choose to access their email on the University computer systems, from their resident hall rooms on their personal computers or from home on their personal computers. LMU supports a web-based email client that can be accessed from any computer with Internet access. The syntax for LMU student email addresses is firstname.lastname@lmunet.edu.

In the event two students have the same first and last name, a sequential number is added to the end of the last name (ex. randall.johnson1@lmunet.edu). Students can access the web-based client from MyLMU under the section Office 365 Email or using <https://outlook.com/owa/lmunet.edu>. We encourage our students to use their LMU email accounts for all communication during their tenure at LMU. All LMU incoming and outgoing email is scanned for viruses. The computers (both desktops and laptops) located in the Library are available for student use to complete homework assignments and check their email.

Additional computer workstations are available in smaller computer labs in the Hamilton Math & Science Building and Business Education Building on the Harrogate Campus. University-owned computer labs are also available for students taking classes at any extended campus sites in Corbin, Kentucky; Knoxville, Tennessee; Chattanooga, Tennessee; and Tampa, Florida.