

HOW DO I ... ? GET A USERNAME AND PASSWORD?

Username and Password | June 2009

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All existing La Trobe University staff will have an LMS username and password. These details are the same as those used for University email, ESS etc.

For new staff members - your LMS username and password will be active within 24 hours of you receiving your email details. This account will allow you to log in to the LMS Administration System and request new LMS Subjects, populate those subjects with student data and add colleagues to the subjects in any role (See "Getting Started" for information on roles).

Requests for LMS usernames and passwords for non - La Trobe staff (guests and affiliates) must be made by a current member of staff.

Guests and affiliates cannot request an LMS Subject, this request must be made by a current member of staff who can then request that guests are added to the subject as Designers, Instructors or teaching assistants. Please send a request for such access to the ICT Service Desk either by email [ICT Service Desk](mailto:ictservicedesk@latrobe.edu.au) or contacting them by phone on +613 9479 1500.