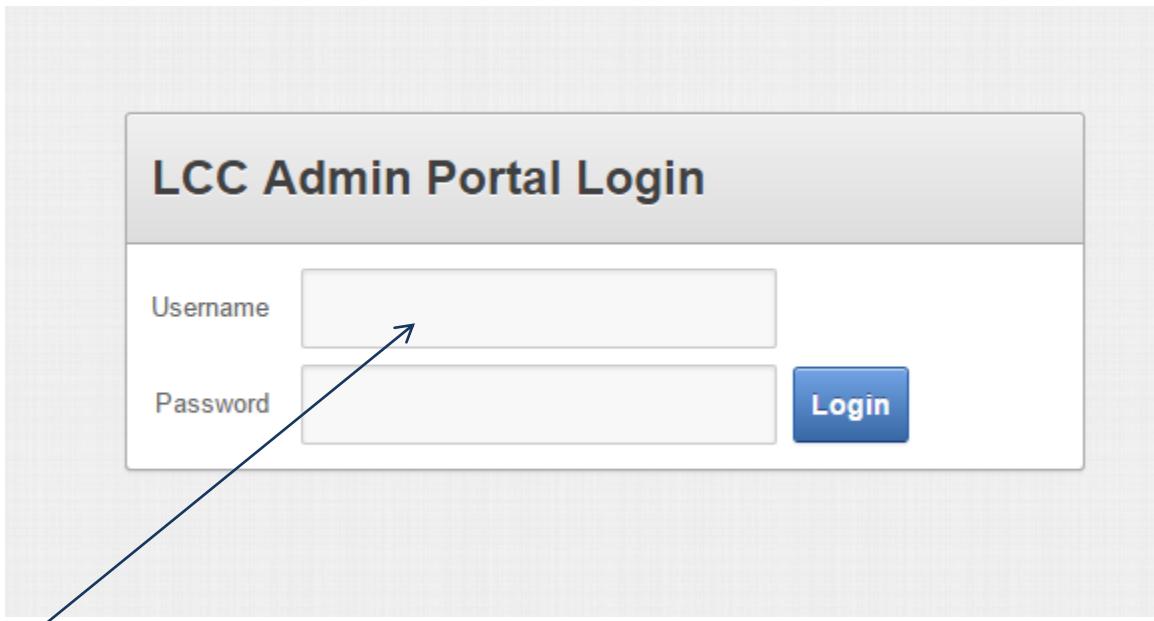


Welcome to Lane's Admissions Portal!

Step 1: Login



The image shows a screenshot of the LCC Admin Portal Login page. The title "LCC Admin Portal Login" is at the top. Below it are two input fields: "Username" and "Password". To the right of the password field is a blue "Login" button. A blue arrow points from the text "Insert your Username – which is the email address you provided to Lane," to the "Username" input field.

Insert your Username – which is the email address you provided to Lane, and insert the temporary Password you were given. Click Login.

Step 2: Set your own password

Change Password

Your password must be at least 6 characters in length.

New Password

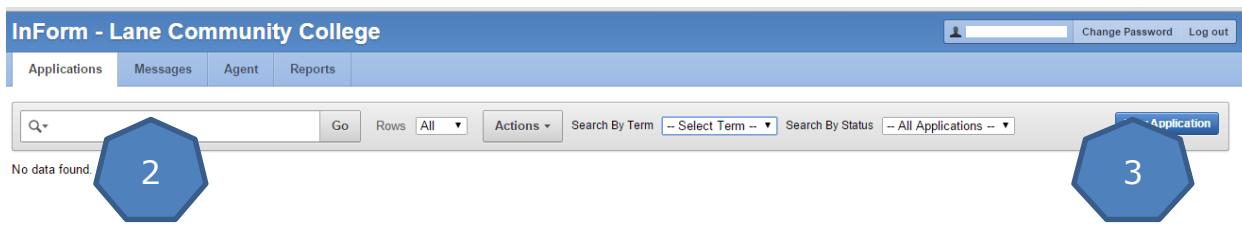
Confirm New Password

Change Password

Choose a password with a minimum of 6 letters or numbers. This password, and the Username (your email address) will be used by the agency staff to login.

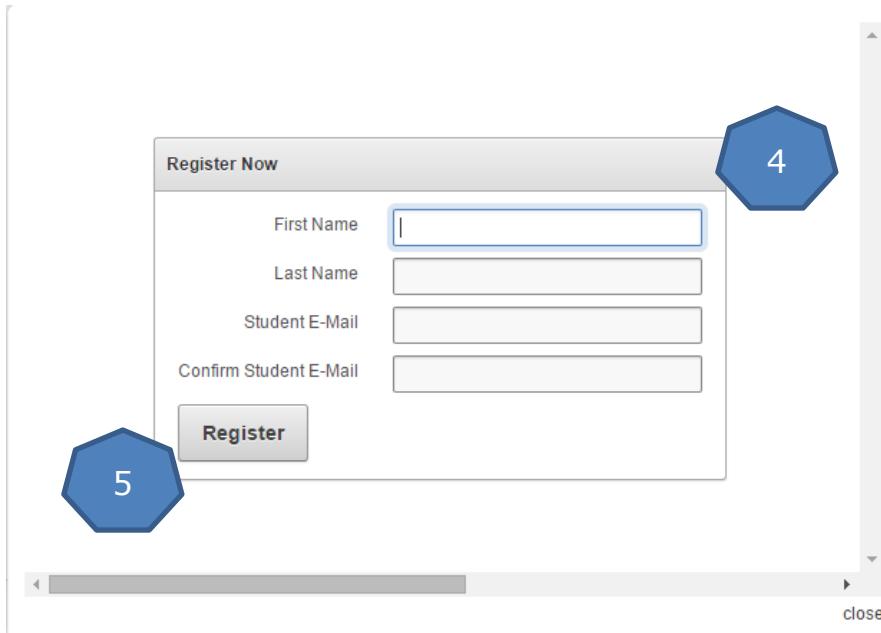
You are now ready to begin a new application!

Step 3: Begin a new application



This is your agency workspace.

1. Your agency email (username) will appear here. You can change the agency password and logout from this corner.
2. When your agency has applications in the portal, they will appear here in a list by applicant/student.
3. This button will start a new application. When you click the button, you will get this popup



4. The first step of the application is to register the First and Last name of the student and provide **the student's email address**. Each student must have a unique name and email address.
5. Click register and enter the application.

7

[Return to Admin Portal](#)

6

Name:
[Message Center \(0\)](#) [Dashboard](#)



8

1

[Admission Application - Start Here](#)

2

[Pay Admissions Processing Fee](#)

3

[Submit Required Documents](#)

4

[Next Steps](#)

0/4

Steps Completed

[Application Objective](#)

[Personal Information](#)

[Educational Background](#)

[Visa Information](#)

0/1

Steps Completed

[Pay Application Fee](#)

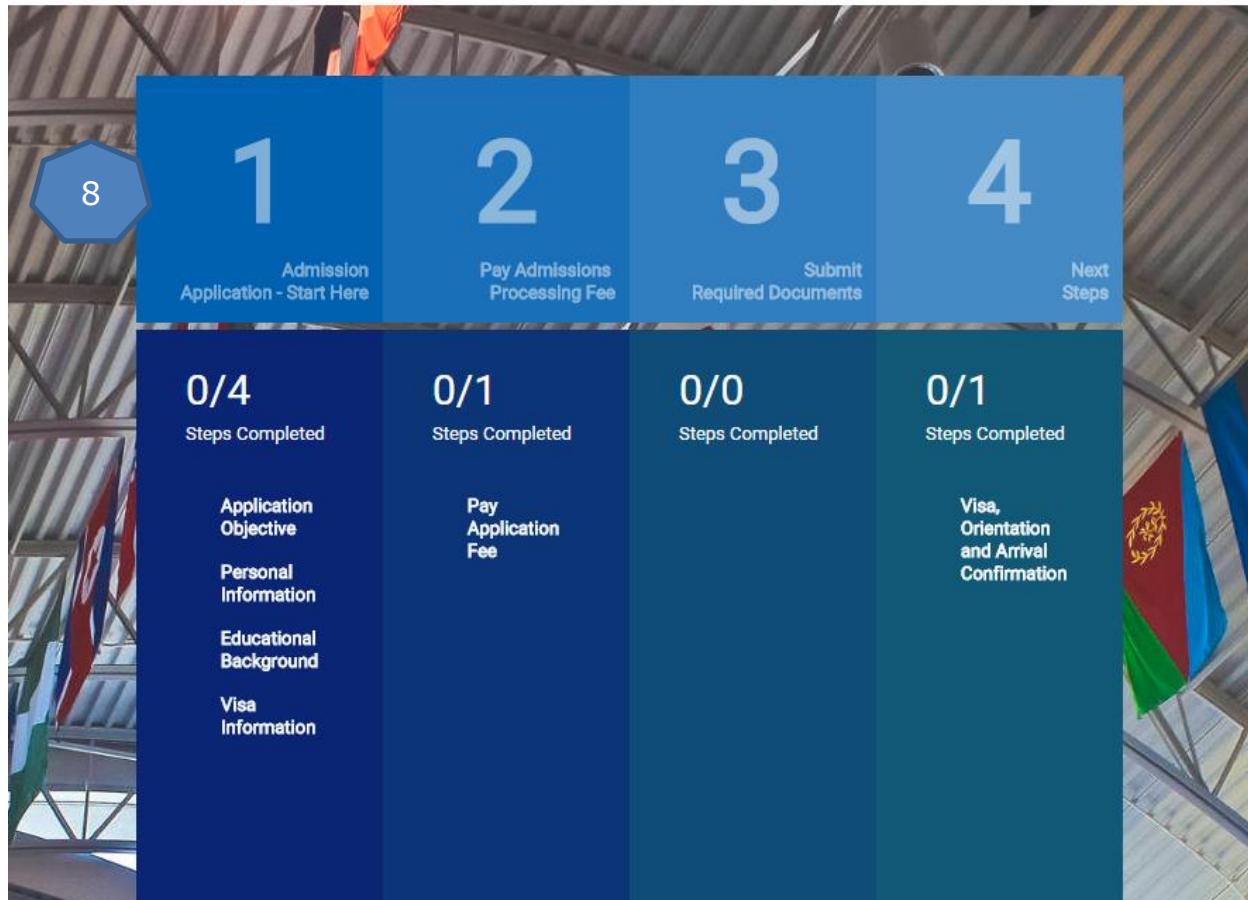
0/0

Steps Completed

0/1

Steps Completed

[Visa, Orientation and Arrival Confirmation](#)



6. Here you will see the name of your student. The Message Center will display on every page and is where you can see messages from Lane to you and the student. The Dashboard link is also at the top of every page and can be used to return to this page and view.
7. This is a navigation bar to click back to your agency workspace.
8. This is the first part of the application to complete. Click on "Start Here" by the number 1 and begin.

What happens next?

When you complete all the sections of **Number 1** you will have an opportunity to review everything and then submit the application data. You will be directed back to the Dashboard, you will see green check marks by each section and you and the student will have access to **Number 2** for paying the application fee by credit card.

After payment, Lane must review the information submitted and decide what documents are going to be needed from the student. **Number 3** will not be immediately available. You and your student will both receive message when the request for documents is complete. Then Number 3 will allow you to upload the required documentation.

Number 4 will not be available until the student has been admitted to Lane Community College. Again, you and your student will receive a message when this happens. Number 4 will be accessible and the student can find advice on getting their visa, a form to sign up for the orientation week and arrival in Eugene, and a confirmation step to let us know if they are attending, need to delay to another term, or have chosen a different college.

Important: Please do not select confirmed until the student has received their visa to study at Lane Community College. You or the student can choose to defer to another term as soon as you know you need to change arrival plans. Please let us know if the student decides not to attend Lane at all and please tell us why.

If you have any questions about using the Admissions portal or the technology does not seem to work for you, please let us know by using the Message Center or with an email to InternationalAdmissions@lanecc.edu.

Please login often and select any student application to check the progress of the admissions application and review our messages in order to assist your students.