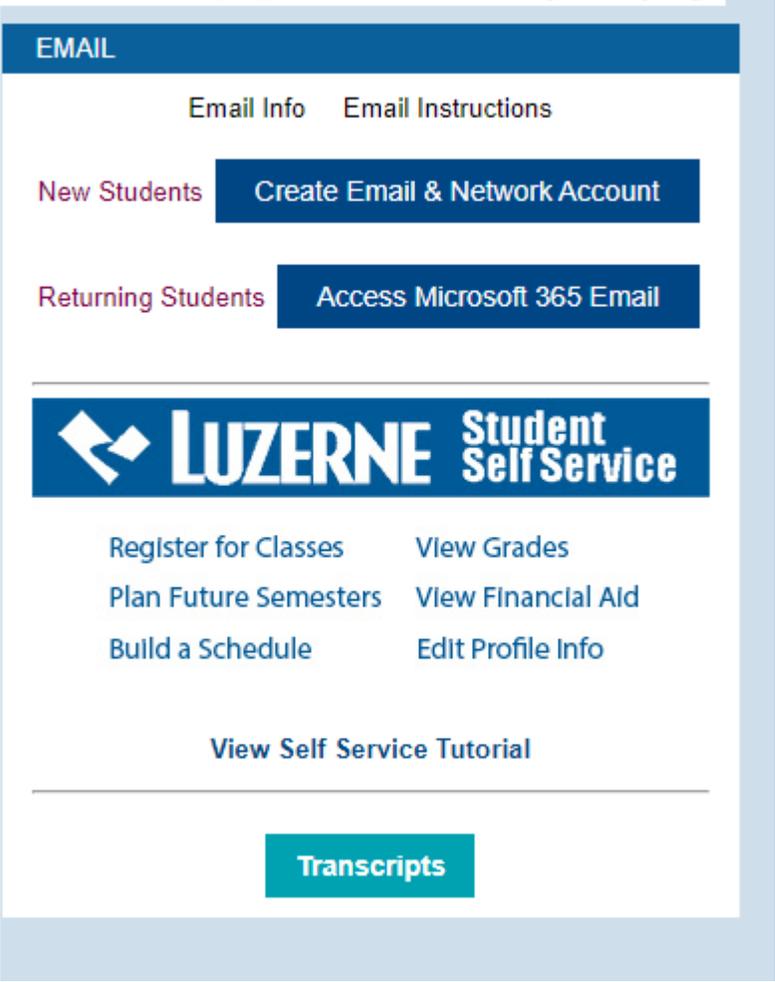


Signing into Self Service

1. Click on Luzerne Student Self Service.



The screenshot displays the Luzerne Student Self Service portal. At the top, there is a blue header with the word "EMAIL" in white. Below this, there are two links: "Email Info" and "Email Instructions".

Under the "EMAIL" section, there are two main categories:

- New Students:** A blue button labeled "Create Email & Network Account".
- Returning Students:** A blue button labeled "Access Microsoft 365 Email".

A horizontal line separates the email section from the main "LUZERNE Student Self Service" header. The "LUZERNE" logo is in white on a blue background, followed by "Student Self Service" in white on a blue background.

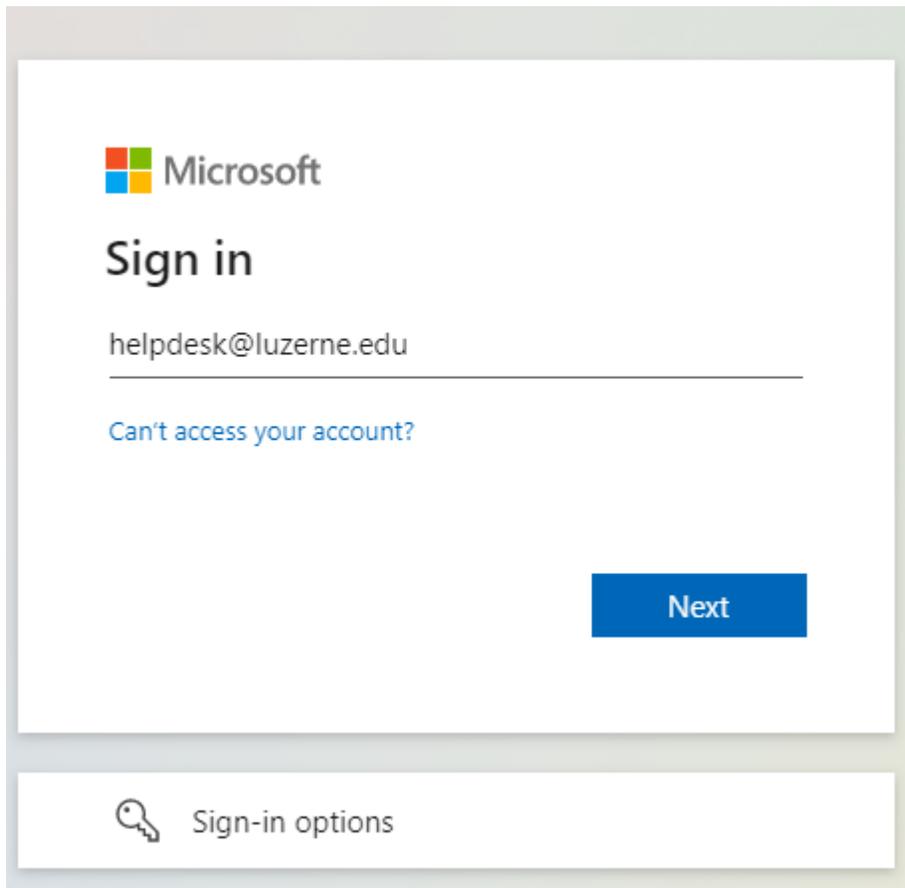
Below the header, there are six links arranged in two columns:

- Register for Classes
- View Grades
- Plan Future Semesters
- View Financial Aid
- Build a Schedule
- Edit Profile Info

Below these links, there is a link: "View Self Service Tutorial".

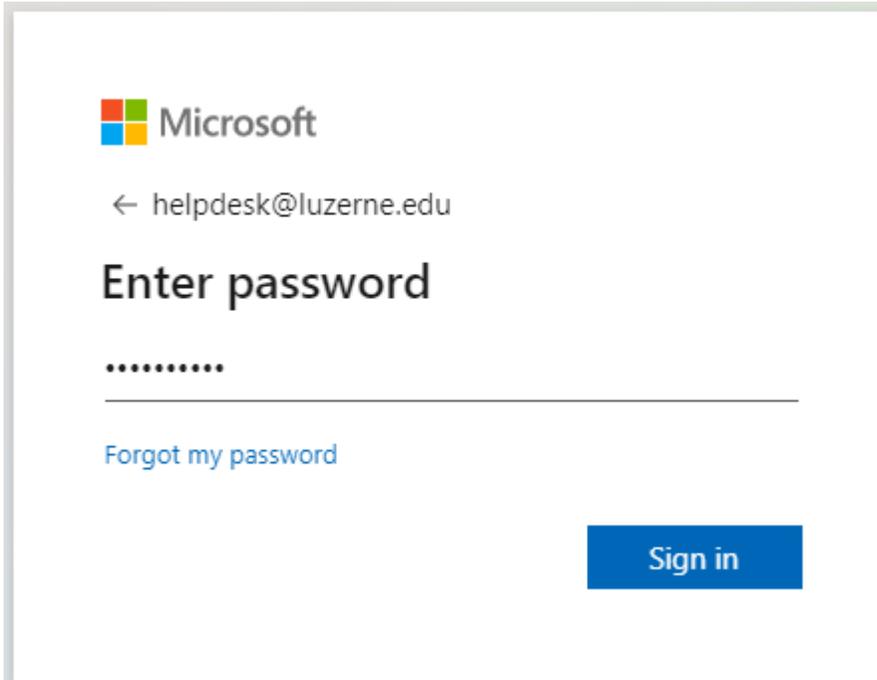
At the bottom, there is a teal button labeled "Transcripts".

2. Sign in with your full student email address (include @student.luzerne.edu) and click Next.



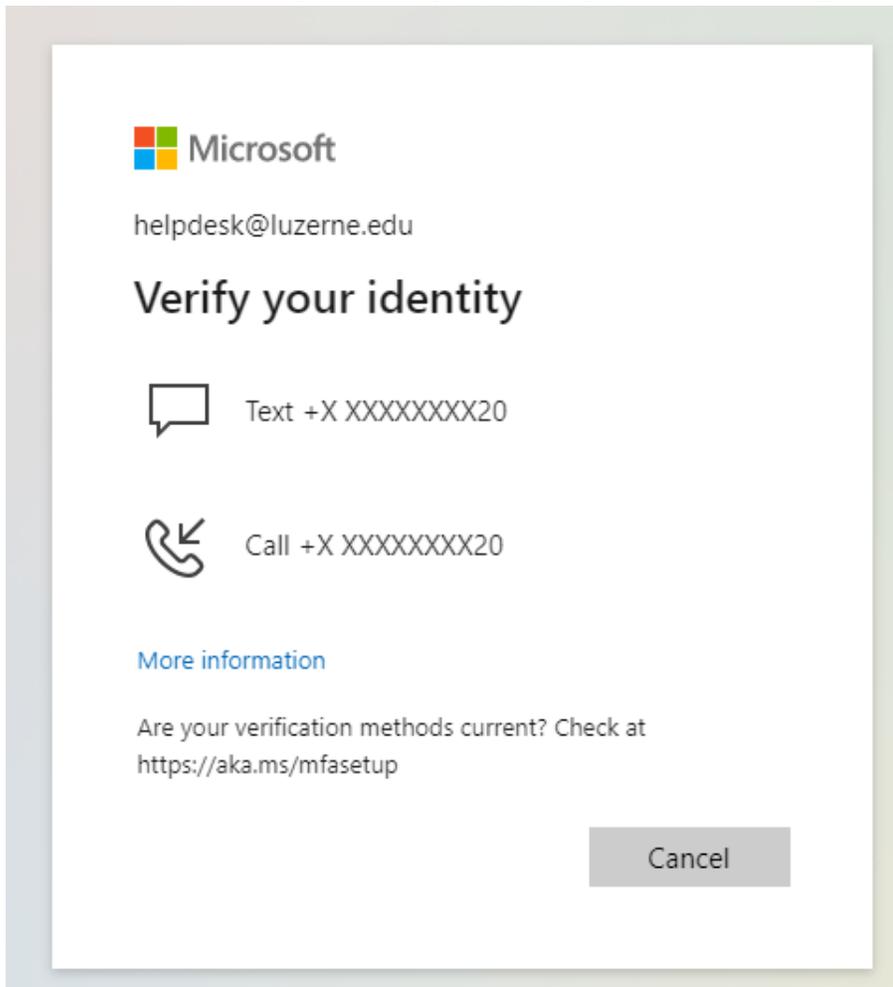
The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, the email address "helpdesk@luzerne.edu" is entered into a text field. A blue link "Can't access your account?" is positioned below the text field. A blue "Next" button is located at the bottom right of the sign-in area. At the bottom of the screen, there is a section titled "Sign-in options" with a key icon to its left.

3. Enter your Microsoft password and click sign in.



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo, consisting of four colored squares (red, green, blue, yellow) followed by the word "Microsoft". Below the logo is a back arrow and the email address "helpdesk@luzerne.edu". The main heading is "Enter password" in a large, bold font. Underneath is a password input field with a horizontal line and a series of ten dots representing the password. Below the password field is a link that says "Forgot my password" in blue text. At the bottom right is a blue rectangular button with the text "Sign in" in white.

4. **Authenticate with your cell phone as you would sign into Outlook.**



5. You are now into Student Self Service.

The screenshot shows the LUZERNE Student Self Service portal. The header is dark blue with the LUZERNE logo and 'Student Self Service' text. A green navigation bar contains the user name 'scumberland', a 'Sign out' button, and a 'Help' button. Below the header, a light gray banner says 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' The main content area features eight service tiles arranged in a 4x2 grid. Each tile has a circular icon, a title, and a brief description. The footer is a light gray bar with copyright information: '© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Category	Description
Student Finance	Here you can view your latest statement and make a payment online.
Financial Aid	Here you can access financial aid data, forms, etc.
Tax Information	Here you can change your consent for e-delivery of tax information.
Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.
Course Catalog	Here you can view and search the course catalog.
Grades	Here you can view your grades by term.
Graduation Overview	Here you can view and submit a graduation application.
Enrollment Verifications	Here you can view and request an enrollment verification.

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