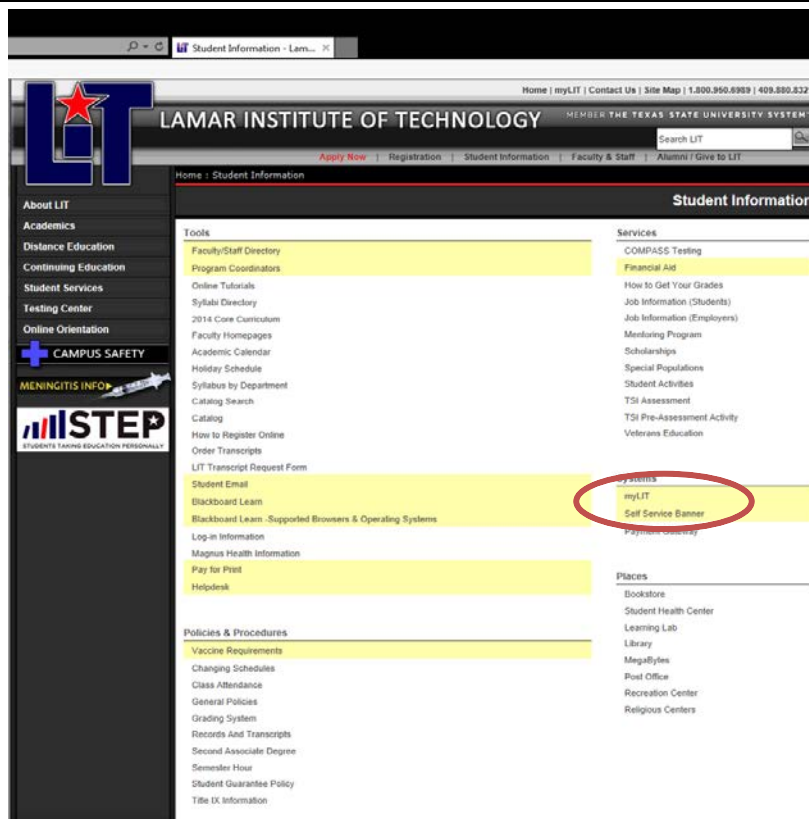


LIT Students – Obtaining your LEA Account and Password

1. Navigate to LIT.edu, and Select “Student Information”.



2. Select “Self-Service Banner”.



3. Enter your T# and your 6 digit pin.



If you do not know your T# please visit Student Services.

LIT Students – Obtaining your LEA Account and Password

4. Select the “Personal Information” tab.

The screenshot shows the LIT Self Service Banner homepage. At the top left is the LIT logo with the text 'MEMBER THE TEXAS STATE UNIVERSITY SYSTEM'. To the right is the text 'LAMAR INSTITUTE OF TECHNOLOGY SELF SERVICE BANNER'. Below the header are three tabs: 'Personal Information', 'Student', and 'Financial Aid'. The 'Personal Information' tab is circled in red. Below the tabs is a search bar with a 'Go' button and a link for 'ACCESSIBILITY SITE'. A 'Main Menu' section follows, with a welcome message and links for 'Personal Information' and 'Financial Aid'. At the bottom, there is a copyright notice for 2014 Ellucian Company L.P. and its affiliates.

5. Select “Change your PIN”.

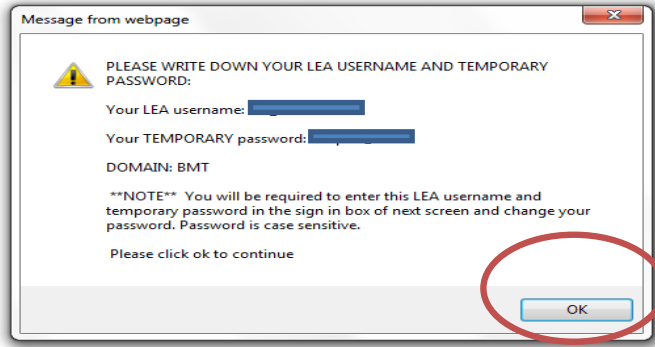
The screenshot shows the 'Personal Information' page. At the top are the same three tabs: 'Personal Information', 'Student', and 'Financial Aid'. Below them is a search bar with a 'Go' button. The main heading is 'Personal Information'. A list of links follows: 'Answer a Survey', 'Change Security Question', 'View Addresses and Phones', 'Update Addresses and Phones', 'View E-mail Addresses', 'Update E-mail Addresses', 'View Emergency Contacts', 'Update Emergency Contacts', 'Name Change Information', 'Social Security Number Change Information', and 'Change your PIN'. The 'Change your PIN' link is circled in red. Below the links is a note: 'Need to update your PIN? Change it here.'

6. Select “Give me a temporary password”.

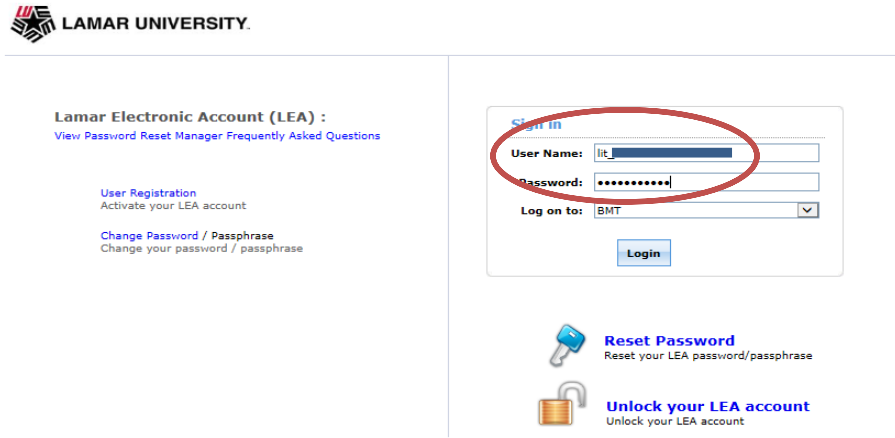
The screenshot shows the 'Change PIN' page. At the top is the LIT logo and 'SELF SERVICE BANNER' text. Below are the three tabs: 'Personal Information', 'Student', and 'Financial Aid'. A search bar with a 'Go' button is present. The main heading is 'Change PIN'. Below this are three input fields: 'Enter Old PIN:', 'Enter New PIN:', and 'Re-enter New PIN:'. A large red 'X' is overlaid on these fields. Below the fields are 'Change PIN' and 'Reset' buttons. Further down is a section titled 'Recover your LEA Username and Password'. Under 'LEA Username:', there is a dropdown menu with 'LIT_' selected. Under 'TEMPORARY LEA Password:', there is a link 'Give me a temporary password' which is circled in red.

LIT Students – Obtaining your LEA Account and Password

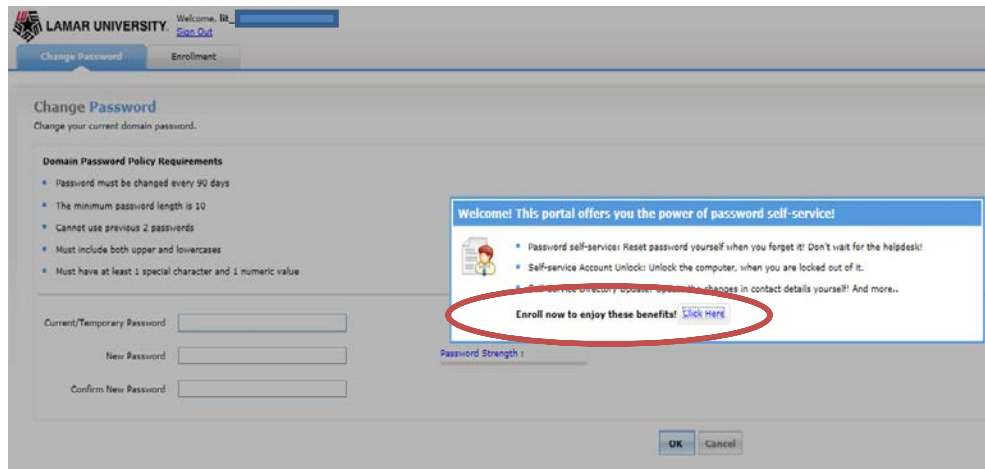
7. Write down your LEA user name and your temporary password. Select OK to navigate to the Lamar University password manager.



8. Enter your user name, lit_Txxxxxxx and the temporary password obtained in step 7.



9. Select "Click here".



LIT Students – Obtaining your LEA Account and Password

10. Select and answer 4 security questions.



Selecting the security questions will allow you to reset the password yourself if you ever forget it.

11. Enter your temporary password, and then enter your new password.



Your new password must contain the following: Upper case, Lower case, a special character and a number. It must be 10 or more characters, and you can't use any part of your name for the password.

12. An error will appear if you do not enter the correct format.

13. Once completed you will receive a message that says "Successfully Changed".



Now you're able to use your LEA account to access computers on the Lamar University campus and Library resources.