Email, Network Access, and Support

Logging on to the network

Logon ID is:

- First initial of first name
- Last name
- Last four digits of LCU ID number

Your default password is:

- First initial of first name, capitalized
- First initial of last name, initial lower case
- Dollar ($) sign
- Last four digits of your Social Security Number
- Place an ! after the last four digits of your Social Security Number
- *International students: Use birth year
- Example: Jd$1234!

This is a secure password, but we do RECOMMEND that you CHANGE YOUR PASSWORD during your first login. Your password will automatically expire every 90 days. A strong password will be at least eight characters long and include at least one uppercase letter, one lowercase letter, one special character, and one number.

To change the password for your LCU email, follow these steps:

- Log into LCU email with default password
  Example: Jd$1234!
- Once logged in, go to Settings and select Options
- From the Account tab, select the link on the right hand side of the screen that says “change password”
- On this page, there are instructions on how to complete changing the password

Lubbock Christian University’s official means of communication is through the LCU email account that is provided to students.

ChapDesk

Text 806.928.7974 or Phone 806.720.7100

Contact ChapDesk to receive these services FREE of charge

- Microsoft Office (PC & Mac versions available)
- Other Microsoft software
- Antivirus software
- Anti-malware software
- Virus removal
- Malware removal
- Transferring of files from old hard drive
- Hardware installation (student-purchased)
- Software installation
- Diagnosing hardware failure
- Overall troubleshooting of computer system
- Email setup on phones, iPads, and other mobile devices

Fall and Spring Office Hours

**Monday-Thursday** 8 a.m.-midnight
**Friday** 8 a.m.-6 p.m.
**Saturday** 10 a.m.-6 p.m.
**Sunday** 2 p.m.-midnight

*Summer Office Hours coincide with the Library hours.*
ChapLink

Students can access many parts of LCU’s network through ChapLink. Webmail, announcements, chapel absences, online bill pay, financial status, help files, and much more are all available and easy to access. You will need your LCU Network logon to access certain portions of ChapLink.

Access help files or if you still have questions, call 806.720.7100 for help.

Webmail

Your LCU Webmail is accessed through office.com, or ChapLink. On the Chaplink home page, click Webmail at the bottom of the page.

Username: The same as your network with the addition of @LCU.edu. example: Jdoe2345@LCU.edu
Password: The password is the same as your network password. example: Jd$1234!

Printers/Copiers

• Enter student network login information. example: Jdoe2345
• Enter network password. example: Jd$1234! and press the arrow key at the bottom.
• To end session, press the logout button.

Digital Storage

• Log on to office.com
• Choose the One Drive tile.
• Your LCU Student One Drive can also be accessed inside certain versions of software packages, i.e. Office 2016.
• To exit, click on the close button in the upper right corner at the top of the window.

Your use of university email and university technology services may result in university personnel becoming aware of your computer and internet activity. Should any activity be discovered, which constitutes a violation of the student handbook or state and federal law, the university reserves the right to take appropriate action.

All university email, file storage, and logon credentials are subject to termination after 180 days of non-enrollment. Students are encouraged to transition all necessary electronic files to a personal account.