

### Step 1 - How to look up your LFCC Student ID in MyWorkforce

1. Go to <https://lordfairfax.augusoft.net> and log into your **MyWorkforce** account. This is the same information that you used to register for your course (if you registered online).
  - a. If you do not know your username or password, please click on those links and reset.
2. Once you are logged in, click on **My Profile** on the menu bar to the left and view your information.

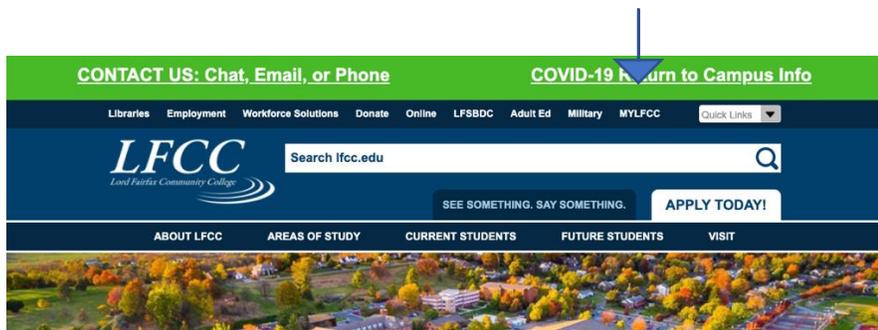


3. You may then need to click on the *top tab (in the middle of the screen)* **My Profile** again.



### Step 2 – How to Access MyLFCC

1. Go to [www.lfcc.edu](http://www.lfcc.edu) and click on Mylfcc in the right hand corner of the page.



2. Click on **Forgot Username**



The image shows the LFCC login page. At the top is the LFCC logo with the text "Lord Fairfax Community College". Below the logo are two input fields: "My Username" with a sub-label "Username" and "My Password" with a sub-label "Password". Below these fields is a yellow "SIGN IN" button. At the bottom of the form are two links: "Forgot Password" and "Forgot Username". A blue arrow points to the "Forgot Username" link.

3. Use your **LFCC Student ID** (Emplid) number (this is the highlighted number above in step 1) to look up your username; and then click **Forgot password** to set your password.



The image shows a "Password Reset" form. The title is "Password Reset". Below the title is the instruction "Enter your name, date of birth, and either Emplid or SSN". There are four input fields: "FIRST NAME:", "LAST NAME:", "DATE OF BIRTH:" (with a placeholder "MM/DD/YYYY"), and "EMPLID:" (with a radio button). Below the "EMPLID:" field is another radio button labeled "SSN:". At the bottom of the form is a "Next" button.

\*\*\* If you have any problems accessing your Mylfcc Account after following these steps, please contact the help desk at (540)-868-7110 for more assistance. Please explain that you are taking a Workforce class and that you are having problems accessing your Mylfcc account.

#### Step 4 – How to Access Canvas (for classes that are using Canvas).

1. Once you have logged in to MyLfcc, a selection of app tiles will appear. Click on the tile for **CANVAS**.



2. You will automatically be logged in to the CANVAS Dashboard. A list of menu icons can be found on the left side of the page. Click on the textbook icon labeled “Courses” to see your courses.



\*\* Please note that your course may not appear until the day before the class starts. As soon as the instructor publishes it, this is where it will appear.

\*\* For more CANVAS student resources, go to <https://lfcc.edu/lfcc-online/canvas/>

Congratulations! You are all ready to go!