WELCOME.

We are excited about this teaching and learning initiative, and we are committed to ensuring the best possible educational experience for you.

In addition to this letter, you will find important information on computer specifications, how to access our Online Help Desk, accessing to your La Salle email account, purchasing textbooks, and much more at the mylasalle portal. Please review this information carefully.

**Accessing LaSalle University systems:**

<table>
<thead>
<tr>
<th>System</th>
<th>Access procedure</th>
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| **The MyLaSalle Portal** | 1. [https://inside.lasalle.edu](https://inside.lasalle.edu)  
2. Enter your User Name and Password and click Login. |
|                 | Note: If you don’t have your user name and password, use the Account Help:  
**Find your username** link on the MyLaSalle Portal to get your account information. You must know your La Salle ID number to use this feature.  
Your La Salle ID number is printed on your letter of admission, and your tuition invoice. If you do not have this number, email idoffice@lasalle.edu to get your Student ID number. |
| **Blackboard**  | You will use Blackboard to access all of your online courses at LaSalle.  
1. Login to the MyLaSalle Portal.  
2. Click on the Blackboard link in the upper right corner of the page. |
| **Email**       | There are two types of email at LaSalle, your lasalle.edu account and the Mail account in each of your online courses.  
**Lasalle.edu**  
The **yourname@lasalle.edu** account is use for official university correspondence, such as registration questions.  
1. To access your lasalle.edu account, login to the MyLaSalle Portal. |
2. Click on the **Email** link in the upper right corner of the page.

### Mail

All correspondence for an online course is done within that course. Each Blackboard course has a Mail function. Use this function to communicate with your instructor and fellow students in that course. Do **not** use your lasalle.edu account.

1. To access the **Mail** for a particular online course, login to the **MyLaSalle Portal**.
2. Click on the **Blackboard** link in the upper right corner of the page.
3. Choose your course from the Blackboard **Course List**.
4. Select the **Mail** option from the course menu.

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### Br. LUWIS

**LUWIS** stands for La Salle University Web Information System. Through LUWIS, you can view your current semester grades, academic history, course schedules, and address and telephone information. You can also perform tasks such as registering for classes and updating your address and telephone information.

1. To access **Br. LUWIS**, log into the **MyLaSalle Portal**
2. Click on the **Br. LUWIS** icon.

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Lastly, here is the link to our Catalog: [http://www.lasalle.edu/catalog](http://www.lasalle.edu/catalog), which contains information on our programs, as well as various rules and regulations that you are responsible for as a La Salle University student. You will be bound by our rules and regulations, so please become familiar with them.

Thanks again and welcome to our program!