Accessing Your VCCS Tools Through MyLFCC

All faculty at Lord Fairfax Community College (LFCC) are assigned a MyLFCC username. This username is created for you by the Virginia Community College System (VCCS) and will remain your username while you are employed at Lord Fairfax Community College (LFCC). This same username will also serve as your username if you teach at another VCCS institution now or in the future.

You use your MyLFCC username to access your VCCS tools including the **Student Information System (SIS)**, the **Blackboard course management system**, your **VCCS Gmail & Apps account**, the Virginia **Education Wizard**, along with **various library services**. Hence it is critical that you know what your username is and how to use it to log into the sites associated with these services.

One of the easiest ways to access the complete set of your VCCS tools is to log in to the MyLFCC portal (https://lf.my.vccs.edu) or to log into the MyVCCS portal (https://my.vccs.edu). Faculty at LFCC are encouraged to use the college's Home page to access the MyLFCC login page.

In this tutorial we will show you how to access the MyLFCC login page through the college's Home page and how to log in to the MyLFCC portal to access the various VCCS tools.

Steps to Log In to the MyLFCC Portal:

1. Open your preferred Web browser.

   - *I will open up the Firefox Web browser.*

2. Type the address for LFCC's website into your browser's address bar.

   - *LFCC's website is located at www.lfcc.edu.*

3. Press the **Enter** key on your keyboard.

Accessing Your VCCS Tools Through MyLFCC

4. Click the `LOGIN TO MY LFCC` link in the upper right corner of LFCC's Home page.

Accessing Your VCCS Tools Through MyLFCC

5. Enter your username and password.

- *If you do not remember your username and/or your password, use the* ***"Look up your username and set your password."*** *link to take advantage of the look-up tool.*

  (NOTE: Steps on how to look up your username and set your password are covered in a separate tutorial.)

6. Click the **Log In** button.

- *Once you successfully log in, a welcome page will open and you will be presented with links to your VCCS tools. (Reference screenshot included on next page.)*

Accessing Your VCCS Tools Through MyLFCC

- ❍ *The hyperlinks you see included in the "My Tools" list are direct links to your VCCS tools.*

- ❍ *When you click a link for a tool (for example, the link for Blackboard 8), your username and password will be sent to the login page for the given tool.*

- ❍ *A new Web browser window will open and you will be logged into whichever tool you selected.*

You can think of the **MyLFCC portal** as a **single sign-on page** for all of your VCCS tools!

Accessing Your VCCS Tools Through MyLFCC

Some "tips-and-tricks":

What if the LFCC Home page is currently unavailable?

- *You can go directly to the MyLFCC login page by typing its Web page address in your Web browser's address bar:*

  https://lf.my.vccs.edu/

What if the MyLFCC login page is currently unavailable?

- *You can go directly to the MyVCCS login page by typing its Web page address in your Web browser's address bar:*

  https://my.vccs.edu/

Can I log directly into the Blackboard course management system?

- *Yes - you can go directly to the Blackboard course management system's login page by typing its Web page address in your Web browser's address bar:*

  https://learn.vccs.edu/

Can I log directly into the Student Information System (SIS)?

- *Yes - you can go directly to the SIS login page by typing its Web page address in your Web browser's address bar:*

  https://sa89.vccs.edu/psp/ps/?cmd=login

This concludes our tutorial on how to access the MyLFCC login page through the college's Home page and how to log in to the MyLFCC portal to access the various VCCS tools.