

LFCC Vision Enterprise Application System (EAS) Access Instructions



Collaboration

A Collection of Integrated Application Modules, Performing Vital Processes, Connecting LFCC Administration, Staff, Faculty, and Students.

Developed by Research Analytics & Data Systems (RADS)



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If you have the LFCC Vision EAS tile in MyLFCC, use this method.

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This is an alternate method to Option 1 for those with the LFCC Vision EAS tile in MyLFCC.

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Use the following process if you do not have the LFCC Vision EAS tile.

Some users may not see the LFCC Vision EAS tile in MyLFCC. This is a known issue. We identified this occurring in some cases where a user may be associated to more than just LFCC.

Some users may also prefer to use this option even if they have the LFCC Vision EAS tile. This option is the most direct method to enter EAS using Single Sign On authentication with VCCS.

Access Requirements for LFCC Vision EAS

You must have access to MyLFCC. The LFCC Vision Enterprise Application System (EAS) uses MyLFCC Single Sign On for authentication, allowing you access to EAS.

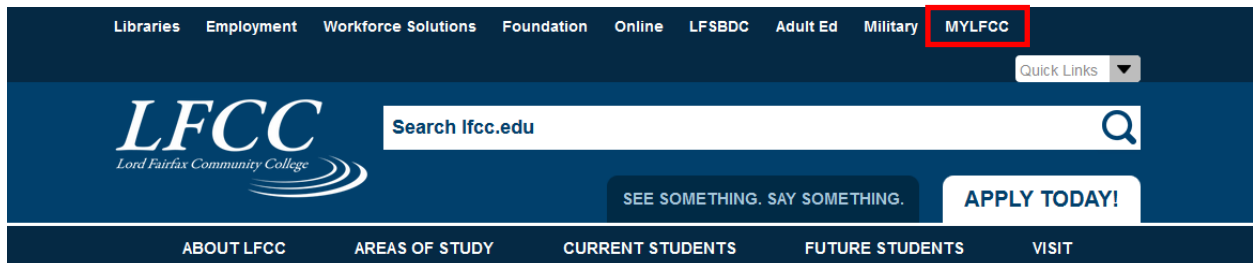
This includes using:

1. Your VCCS user ID and,
2. Your current password

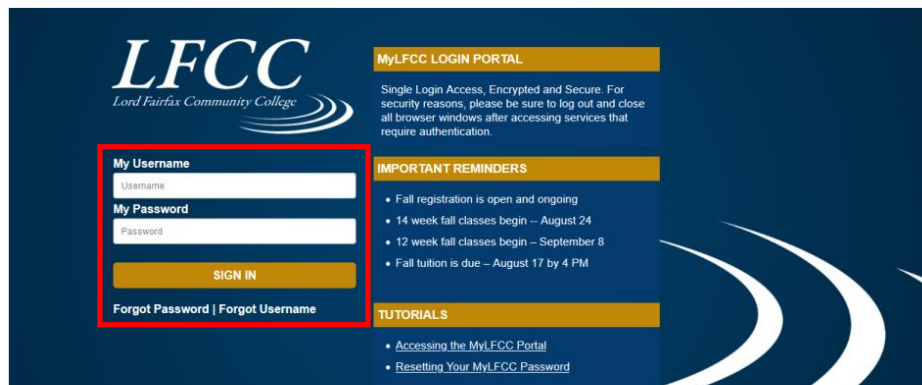
To access **MyLFCC**, you can visit lfcc.edu and click on **MYLFCC** in the top navigation bar. This option may be used if you have the **LFCC Vision EAS** tile (see [Option 1](#) or [Option 2](#) in this document) or you may access EAS directly (see [Option 3](#)) if you do not have the **LFCC Vision EAS** tile in MyLFCC or you do not require access to other MyLFCC tiles and simply wish to enter EAS directly.

Some users may not see the LFCC Vision EAS tile in MyLFCC. This is a known issue. We identified this occurring in some cases where a user may be associated to more than just LFCC.

[See Option 3 for instructions](#) if you do not have the LFCC Vision EAS tile.



Showing lfcc.edu



Showing MyLFCC Login Screen



Showing MyLFCC after logging in

What is your MyLFCC username and or password?

For those unaware, your username will likely be your initials and a combination of numbers. The length of your username will vary and based upon availability. These are assigned by VCCS not LFCC. Your password is a private password only you should be aware of and should never be shared with others. You can reset your password if you wish.

Unsure of your username and or password?

If you are unsure what your username or password is, you may use the “Forgot Password” or “Forgot Username” utilities as shown above on the prior page, or you may contact RADS. Since contacting RADS is typically done within a “ticket” inside EAS, you will want to have your supervisor initiate the request. RADS can verify your identity, provide your username, and reset your password.

Additionally, when resetting your password on your own or having RADS perform a reset for you, it is strongly advised that you change your temporary password assigned to you during the process to a new password, and record it in a safe place. Do not share your passwords with others.

Option 1 – Access Instructions with MyLFCC Tile

If you have the LFCC Vision EAS tile in MyLFCC, use this method.

Most users have the **LFCC Vision EAS** tile in their **MyLFCC** login, where they access many other VCCS applications like Canvas, SIS, and others.

If you do, this method may be used and is recommended.

1. Visit <https://vision.lfcc.edu> and click on the **Login Here** button

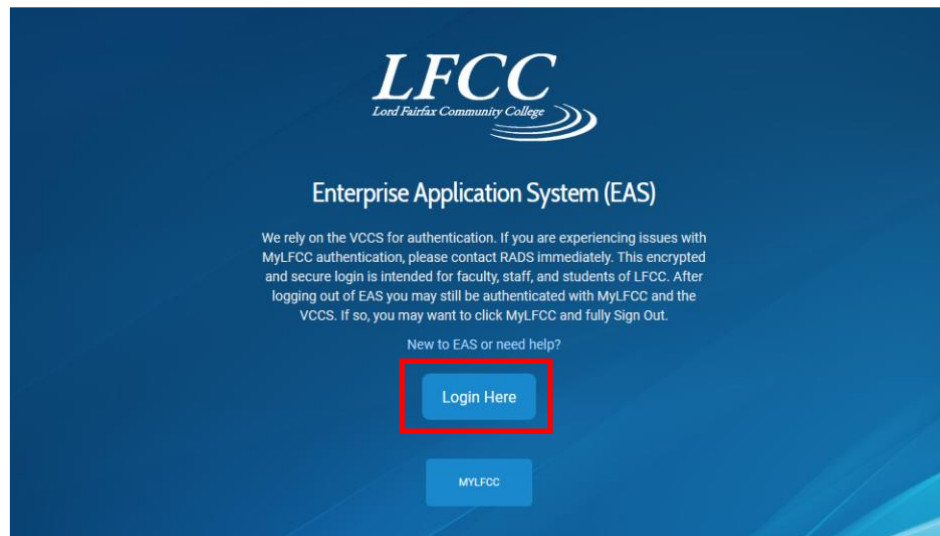


Image 1.1: Showing EAS Login Screen

2. You will be directed to MyLFCC login screen as shown below

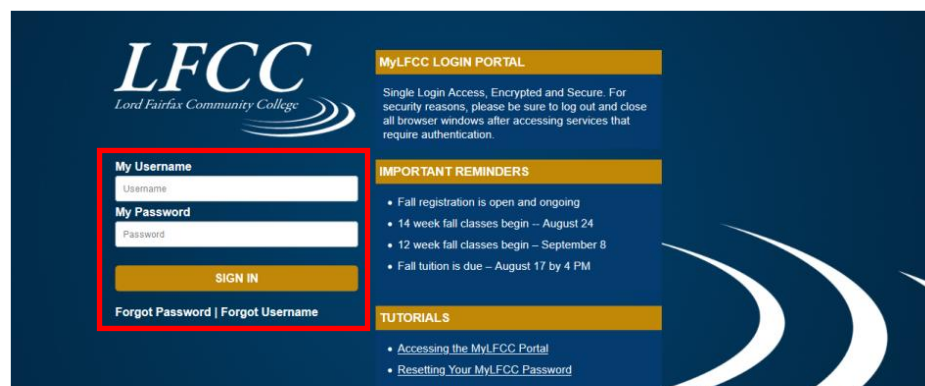


Image 1.2: Showing MyLFCC Login Screen

Login using your MyLFCC (VCCS) credentials as you typically would.

3. Once authenticated, click the **LFCC Vision EAS** tile.



Image 1.3: Showing MyLFCC after logging in – Showing LFCC Vision EAS Tile

4. **After clicking the LFCC Vision EAS tile, you will be forwarded to EAS.** Assuming this is your first time accessing EAS, you will be asked to claim your account as illustrated below. You are required to claim your EAS account only once by providing information for each field or selection.

The image shows a screenshot of the EAS Claim Screen. The background is blue with a light blue wave pattern. At the top, it says "Great, you're almost done. Please provide a few details below." Below this, there is a form with the following fields: "Your Full Name" (with a "Fullname" input field), "Title" (with a "Title" input field), "Job Title" (with a "Job Title" input field), "Phone" (with a "Phone Number" input field), "Room Number*" (with a "Room Number*" input field), and "See Message Below" (with a "See Message Below" button). Below the form, there is a note: "* Your Room Number is required and may be a physical location at LFCC or elsewhere. You may also use terms like: online online only varies or none. You may use any description less than 15 characters." Below the note, there are three dropdown menus: "Select Campus", "Select Building", and "Select Department". At the bottom of the form, there is a "Continue" button.

Image 1.4: Showing EAS Claim Screen – All fields are required (required only once)

If you authenticate properly, this is your first time in EAS, you did not receive the screen in the prior image, and instead receive a message saying you are not in the system; contact your supervisor and have them submit a ticket to RADS. Your information must be preloaded into EAS.

5. Click Continue to enter EAS as shown below.

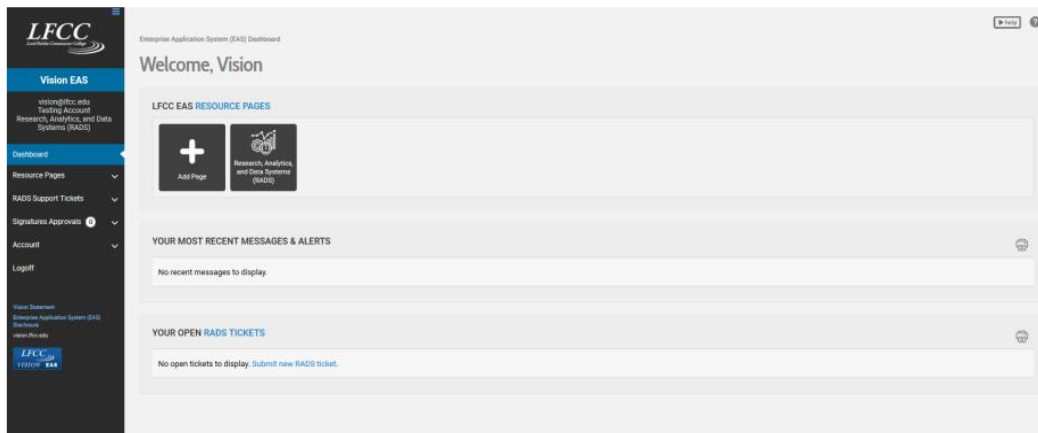


Image 1.5: Showing a typical EAS Dashboard. Your menu options and dashboard may look different if you have access to additional application modules.

[See Option 3 for instructions](#) if you do not have the LFCC Vision EAS tile.

Option 2 – Access Instructions with MyLFCC Tile

This is an alternate method to Option 1 for those with the LFCC Vision EAS tile in MyLFCC.

Most users have the **LFCC Vision EAS** tile in their **MyLFCC** login, where they access many other VCCS applications like Canvas, SIS, and others.

If you do, this method may be used.

1. Visit <https://lf.my.vccs.edu> or using the method as outlined in images 1 and 2 above.

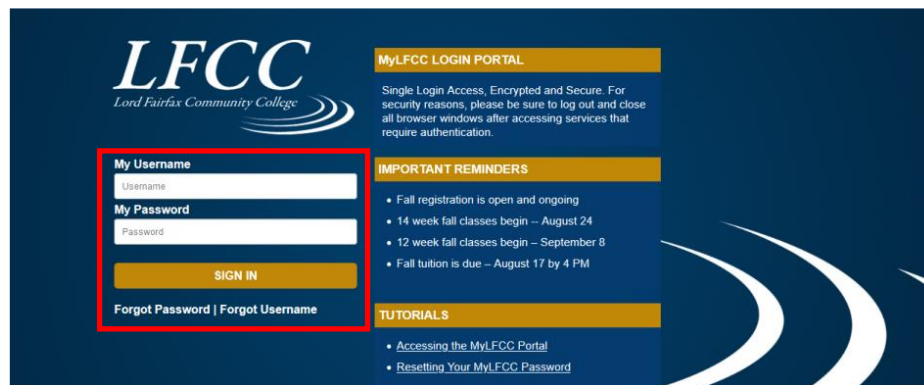


Image 2.1: Showing MyLFCC Login Screen

Login using your MyLFCC (VCCS) credentials as you typically would.

2. Once authenticated, click the **LFCC Vision EAS** tile.

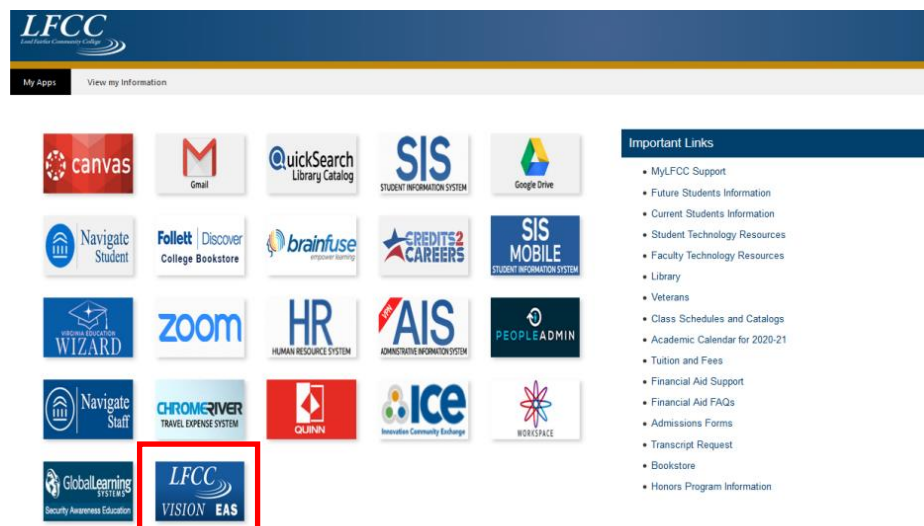


Image 2.2: Showing MyLFCC after Logged In – Showing LFCC Vision EAS Tile

3. **After clicking the LFCC Vision EAS tile, you will be forwarded to EAS.** Assuming this is your first time accessing EAS, you will be asked to claim your account as illustrated below. You are required to claim your EAS account only once by providing information for each field or selection.

Great, you're almost done.
Please provide a few details below.

Your Full Name

Fullname

Title

Job Title

Phone

Phone Number

Room Number*

See Message Below

* Your Room Number is required and may be a physical location at LFCC or elsewhere. You may also use terms like:
online online only varies or none
You may use any description less than 15 characters.

Select Campus

Select Building

Select Department

Continue

Image 2.3: Showing EAS Claim Screen – All fields are required (required only once)

If you authenticate properly, this is your first time in EAS, you did not receive the screen in the prior image, and instead receive a message saying you are not in the system; contact your supervisor and have them submit a ticket to RADS. Your information must be preloaded into EAS.

4. Click Continue to enter EAS as shown below.

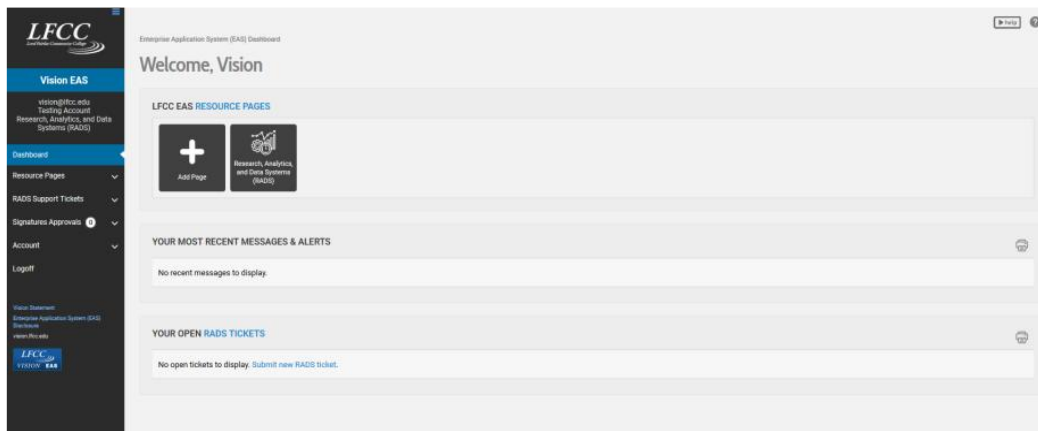


Image 2.4: Showing a typical EAS Dashboard. Your menu options and dashboard may look different if you have access to additional application modules.

[See Option 3 for instructions](#) if you do not have the LFCC Vision EAS tile.

Option 3 – Access Instructions without MyLFCC Tile

Use the following process if you do not have the LFCC Vision EAS tile.

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Some users may also prefer to use this option even if they have the **LFCC Vision EAS** tile. This option is the most direct method to enter EAS using Single Sign On authentication with VCCS.

1. Visit <https://vision.lfcc.edu/sso.php>

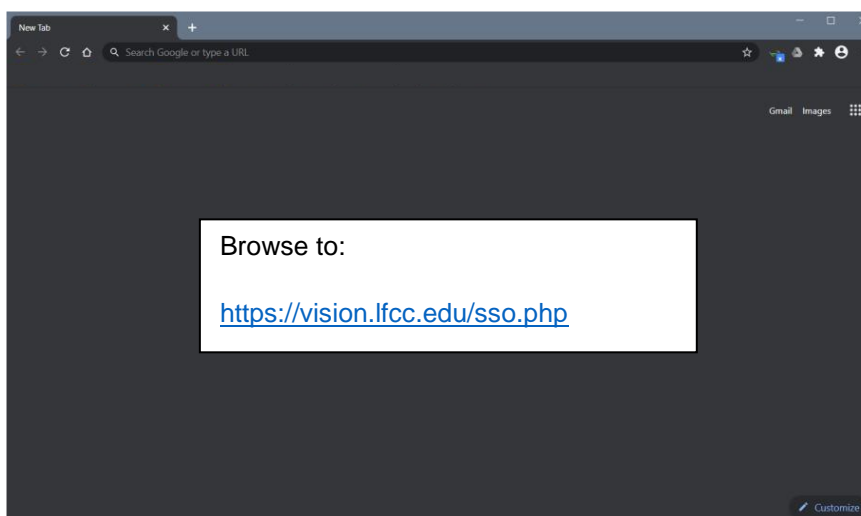


Image 3.1: Showing any browser (Google Chrome or FireFox recommended)

2. Login using your MyLFCC (VCCS). Authenticate using your credentials as you typically would.

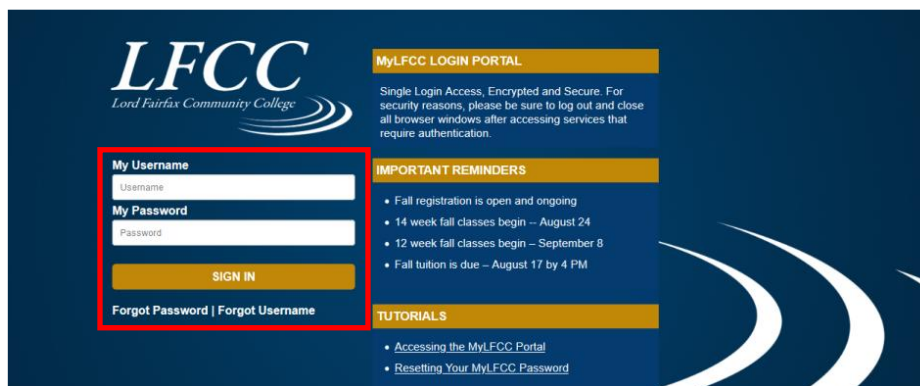


Image 3.2: Showing MyLFCC Login Screen

3. **You will be forwarded to EAS.** Assuming this is your first time accessing EAS, you will be asked to claim your account as illustrated below. You are required to claim your EAS account only once by providing information for each field or selection.

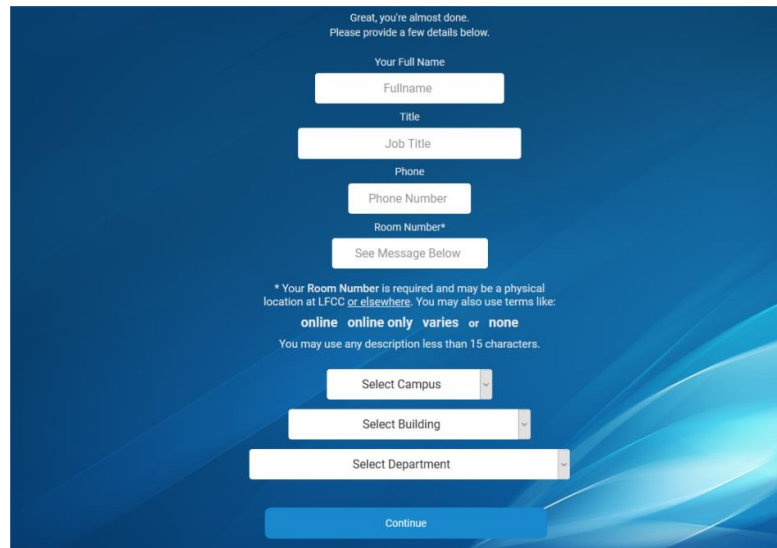


Image 3.3: Showing EAS Claim Screen – All fields are required (required only once)

4. Click Continue to enter EAS as shown below.

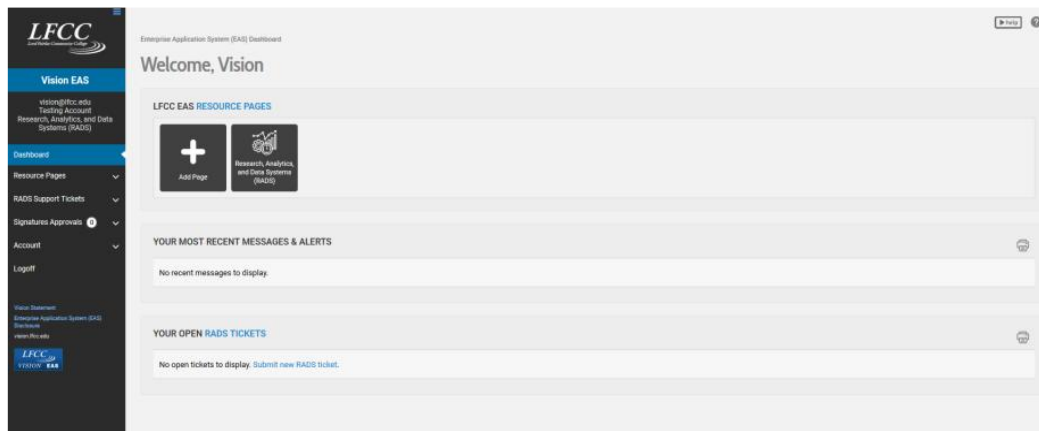


Image 3.4: Showing a typical EAS Dashboard. Your menu options and dashboard may look different if you have access to additional application modules.