# Setting Up Your *Wave***Link** Account

Wavelink is a secure sight that you will use to check your LMC student email, view course registrations, view/print your schedule, view final grades, request official transcripts and many other important functions. To initially set-up your Wavelink account, follow the steps listed below and carefully read the instruction on each webpage:

1. Go to www.lakemichigancollege.edu.
2. Click on myLMC at the top of the page, to the left of the search box.
3. Click on *Wave***Link** in the center of the webpage.
4. Click on "*Click here for first time setup of your new User Name and Password*" in the **First Time Student Setup** box.
5. Enter two of the three items requested: LMC ID, Social Security Number, and/or birthdate. Click "submit"
6. Click "yes" if your information shows on the screen.
7. From the next screen, please record the following information:

   LMC ID_____

   Wavelink Username/Email:_____@email.lakemichigancollege.edu

8. Click on *Change Password*. Carefully read the Password Instructions. Create a NEW PASSWORD and then CONFIRM PASSWORD. Click **SUBMIT**. You may write your password below but *never share it with anyone!* LMC staff will never ask for your password.

   Password:_____

9. Next, you'll be asked to create a security question and answer. This will be used to reset your password should you forget it in the future. Click **Submit.**
10. Click *Done* on the next screen to return to the Wavelink login page.
11. In the center column, login using your Wavelink User Name and Password.
12. You'll be asked to verify certain information and choose options relative to how you would like LMC to communicate certain information to you. When complete, you'll once again be logged out so the system can update. Log in again and you should have full access to Wavelink.

*NOTE: When setting up your Wavelink Account for the first time, you may receive the "ERROR: username/password pair not found." If you receive this message, please wait up to 15 minutes before trying to log in again and/or please try switching your web browser."*

For additional support please contact the IT Help Desk at 269-927-8189 or by email at ithelpdesk@lakemichigancollege.edu.