

River Parishes Community College

Logging into LoLA

1. Logon to www.rpcc.edu FROM INTERNET EXPLORER (Or access LoLA through <https://my.lctcs.edu>)
2. Click on the LoLA icon shown below (scroll down RPCC homepage to locate):



3. Scroll down the RPCC homepage and click on "LOGIN TO LoLA NOW"

** Scroll down and click on "Don't know your username?" **

User Name:	User Name Determined by "Look up Your User Name" (see previous step):
Initial Password:	first initial (+) last initial (+) date of birth MMDDYY (+) P@ss ex: Jane Doe, DOB 12-01-92 = jd120192P@ss

4. Create your permanent password, using the following criteria:

Password Selection Rules

When selecting your password, remember to follow these guidelines:

- The password may not contain ANY PART of your name
- The password must be between 12 and 20 characters in length
- The password must have one capital letter
- The password must contain at least one alphabetic character
- The password must contain at least one number character
- The password must contain at least one special character - characters are ONLY @, *, =, +

Password Example: Riverparishes@7384

IF YOU FORGET YOUR PASSWORD CLICK ON "FORGOT YOUR PASSWORD?" ON THE LOGIN PAGE AND FOLLOW DIRECTIONS TO CREATE A NEW PASSWORD. FOLLOW THE ABOVE PASSWORD SELECTION RULES.

After logging into Banner scroll down the page to Self Service and click on River Parishes Community College, it will take you to the Main Menu page where you will find the Employee tab, click on it and then click on it again and Access my time sheet, the current pay period should be available for you, click timesheet and you will enter 0 on any one day available and save. Click Submit for approval and your timesheet will be available for approval.