DIVISION OF EDUCATIONAL INNOVATION AND EXTENDED STUDIES
HOW TO SET UP YOUR LINCOLN UNIVERSITY ACCOUNT

Information Desk:

Telephone Number: (573) 681-5888 (8:00am to 5:00pm Monday thru Friday) ▪ Email Address: helpdesk@lincolnu.edu
The Lincoln University Information Desk can help you reset your password, and address login and WebAdvisor issues.

After admission and registration, follow the steps below to set up access to the LU technology portals:

Step 1: Set Up Your User ID and Password
1. To obtain your user ID and password, go to the LU website https://webadvisor.lincolnu.edu. Click the orange 'Prospective Students' box.
2. Click the 'What's My User ID?' link.
3. Enter your last name and your Social Security Number or Lincoln University Student ID number, click 'submit'.
4. Your User ID will appear with the format for your password. Your initial password is the first initial of your first name (lower case), the first initial of your last name (lower case), and your birthdate in mm/dd/yy (with the slashes) format.

For example: Abraham Lincoln = al02/12/09

5. If you are unable to access your information via the WebAdvisor portal, contact the Information Desk to get your username and password.
6. Once you set up your username and password, reset your password by visiting the following link: https://bluetigerportal.lincolnu.edu/web/account-settings/reset-password . This page will allow you to reset your password on your own if you forget it (instead of having to contact the Information Desk).
7. A password is automatically inactivated every 180 days. You will need to change your password every 180 days. This can be done through the password reset page or by calling the help desk.
8. The same username and password will be used to access each portal:
   a. LU Email – official means of communication regarding your Lincoln University academic record and account.
   b. WebAdvisor – grades, student account, tax information, etc.
   c. Canvas – Course management system (check with instructor if needed)
   d. Blue Tiger Portal – access to all of these portals with a single sign-on.

Step 2: Access Your LU Email Account. Access your email account:

1. through the LU website https://www.lincolnu.edu and click on 'Quick Links' and select 'Email for Students'.
2. directly from https://webmail.my.lincolnu.edu .
3. through the Blue Tiger Portal https://bluetigerportal.lincolnu.edu.

Your LU email messages can be forwarded to your home email account (e.g., hotmail, gmail, etc.) or mobile device.

Step 3: Access WebAdvisor. WebAdvisor is a portal that allows you to view your course schedule, grades, unofficial transcripts and much more. You can access WebAdvisor:

1. through the LU website https://www.lincolnu.edu. Click on 'Quick Links' and select 'WebAdvisor'.
2. directly from https://webadvisor.lincolnu.edu.
3. through the Blue Tiger Portal https://bluetigerportal.lincolnu.edu. Click on 'Log In' and enter your user ID & password. Then click on 'Students' and select the appropriate link for the information needed.

Contact the Information Desk if you have problems logging into the portal or are unable to find the information you are seeking.

Step 4: Access Canvas Course Management System (CMS)
Canvas is the platform used by instructors offering online or hybrid courses. In addition, it is used to post the course syllabus, lecture materials, assignments, grades, and course announcements. Check with your instructor to see if this is needed.

Access the Canvas portal via the LU website https://www.lincolnu.edu by logging into the Blue Tiger Portal (click 'Login' on the upper left of the screen, and sign in to the portal), then select the 'LU Online' icon on the left side of the screen.

If additional help is needed, please contact the Division of Educational Innovation and Extended Studies at (573) 681-5206 or learn@lincolnu.edu.

Prepared by: Lincoln University, Division of Educational Innovation and Extended Studies, July, 2017