

GRADUATE AND EXTENDED STUDIES 573.681.6025 | dualcredit@lincolnu.edu

Logging in to the Blue Tiger Portal, Accessing Email, and Payment Information

Logging in to the LU Blue Tiger Portal

- You will receive an email and a physical letter containing your <u>student ID number</u>, <u>LU email address</u>, and <u>LU username</u> and <u>password information</u>.
- Go to <u>www.lincolnu.edu</u> and click on 'Login' at the top of the home page.



• You'll land on the Blue Tiger Portal Login page. Use your LU email and the provided password to login.



• Welcome to the Blue Tiger Portal! Here you'll see squares called "cards". They can be rearranged to move commonly used actions to the top.

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Permissions Requested	Permissions Requested	September 2022 C Today Set Sign Moo Tite Weig Titu Fri Set 8 19 20 28 22 23 24 8 AM - - - - - 9 AM -	Contact Advising Department You have no advisors assigned.
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- Scroll down and locate the **Student Quick Links** card. This card has links to the library, bookstore, academic calendar, and:
 - LU Online if your class is using the Canvas system, this link will take you there.
 - o Self Service you can pay your bill, see your current schedule, view awarded grades, etc.
 - Open IT Ticket use this link to get contact IT for assistance.
 - Microsoft Office Apps



IT Help Desk The IT Help Desk can help you reset your login information. Open 8:00am to 5:00pm, M-F (573) 681-5888 helpdesk@lincolnu.edu

Accessing Your LU Email Account

• After you've logged in to the Blue Tiger Portal, you'll want to log in to your email. There is a link to your email in the Student Quick Links card.



- Use the provided email address and password (see your admissions email/letter) to login to your email.
- Remember to check your LU email regularly!

Paying Your Bill

- To see and pay your bills, please use the Self Service system. You'll find the link to Self Service on the Student Quick Links card in the Blue Tiger Portal.
- Click on Self Service.



• To login to Self Service, use your *username* and password. Click the 'Sign In' button.



• Once you've logged in, you'll see different modules related to your LU account. To pay your bill, click on the Student Finance module.

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¢	Tax Into- Here you can change your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information.
-1	Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	Student Planning Here you can search for courses, plan your terms, and schedule & registre
٩	Course Catalog Here you can view and search the course catalog.	Grades Here you can view your grades by term.
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• The Student Finance module will show an account summary. Click the 'Make a Payment' link to pay.

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۲	Amount Overdue	\$0.00		Important Deadline Dates	
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5	Total Account Balance	\$0.00	Account Activit	Student Accounts Main Page	
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• You can also pay your bill by mailing a check to:

Lincoln University ATTN: Office of the CFO PO Box 29 Jefferson City, MO 65102-0029