



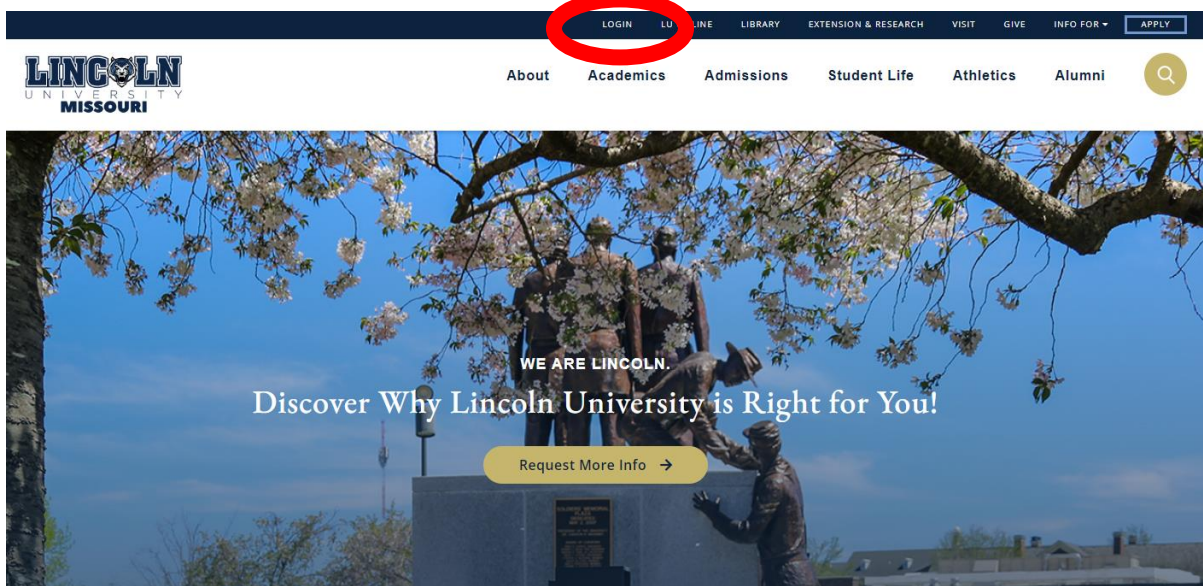
GRADUATE AND EXTENDED STUDIES

573.681.6025 | dualcredit@lincolnu.edu

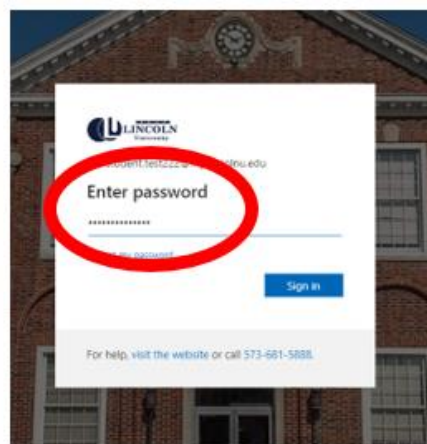
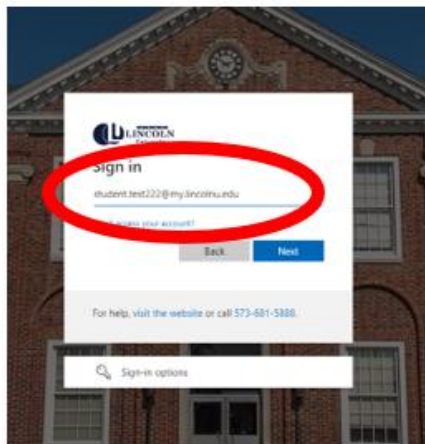
Logging in to the Blue Tiger Portal, Accessing Email, and Payment Information

Logging in to the LU Blue Tiger Portal

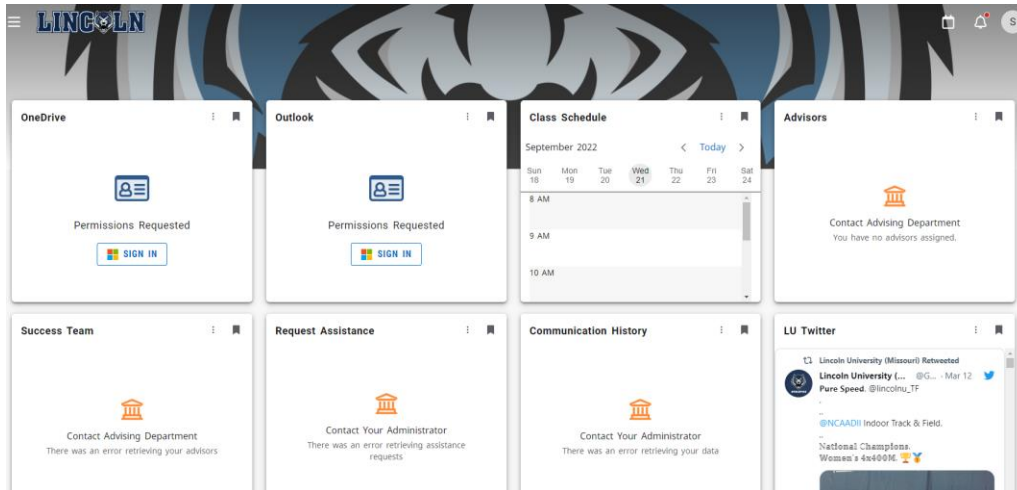
- You will receive an email and a physical letter containing your student ID number, LU email address, and LU username and password information.
- Go to www.lincolnu.edu and click on 'Login' at the top of the home page.



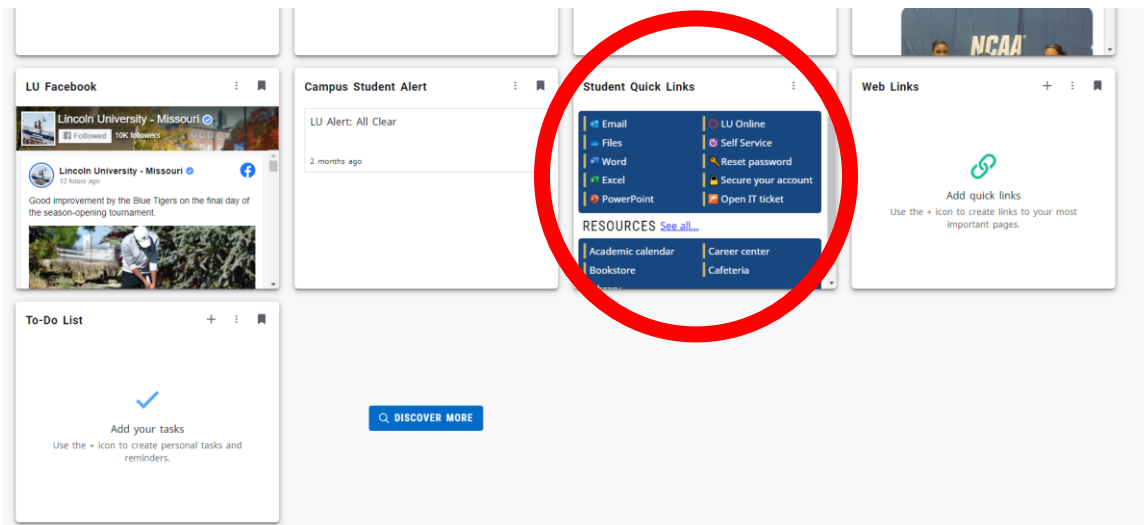
- You'll land on the Blue Tiger Portal Login page. Use your LU email and the provided password to login.



- 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.



- 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.
 - 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.

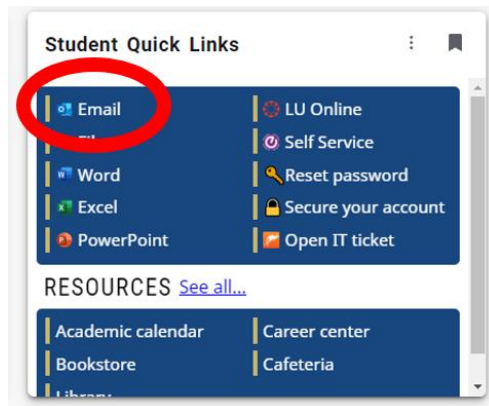
Open 8:00am to 5:00pm, M-F

(573) 681-5888

helpdesk@lincolnu.edu

Accessing Your LU Email Account

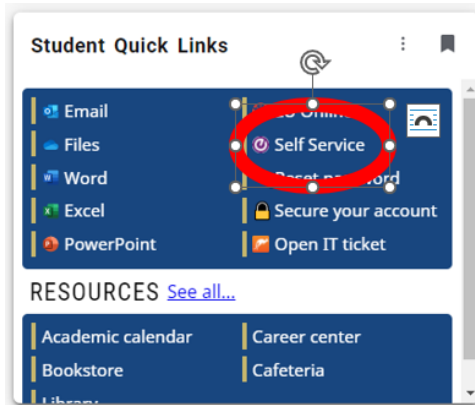
- After you've logged in to the Blue Tiger Portal, you'll want to log in to your email. There is a link to your email in the Student Quick Links card.



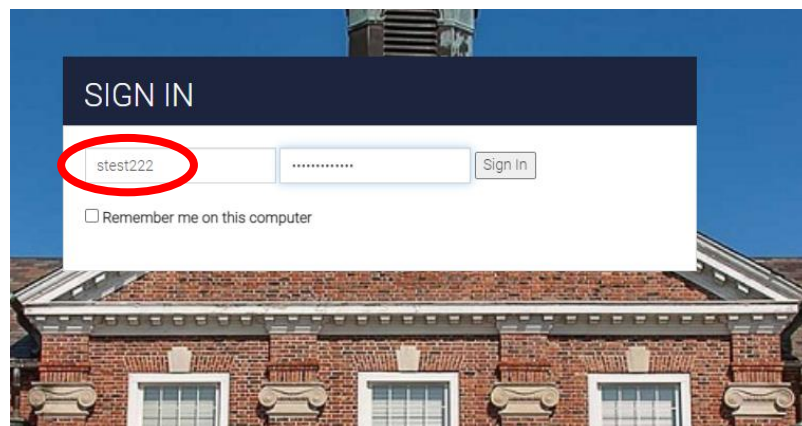
- Use the provided email address and password (see your admissions email/letter) to login to your email.
- *Remember to check your LU email regularly!*

Paying Your Bill

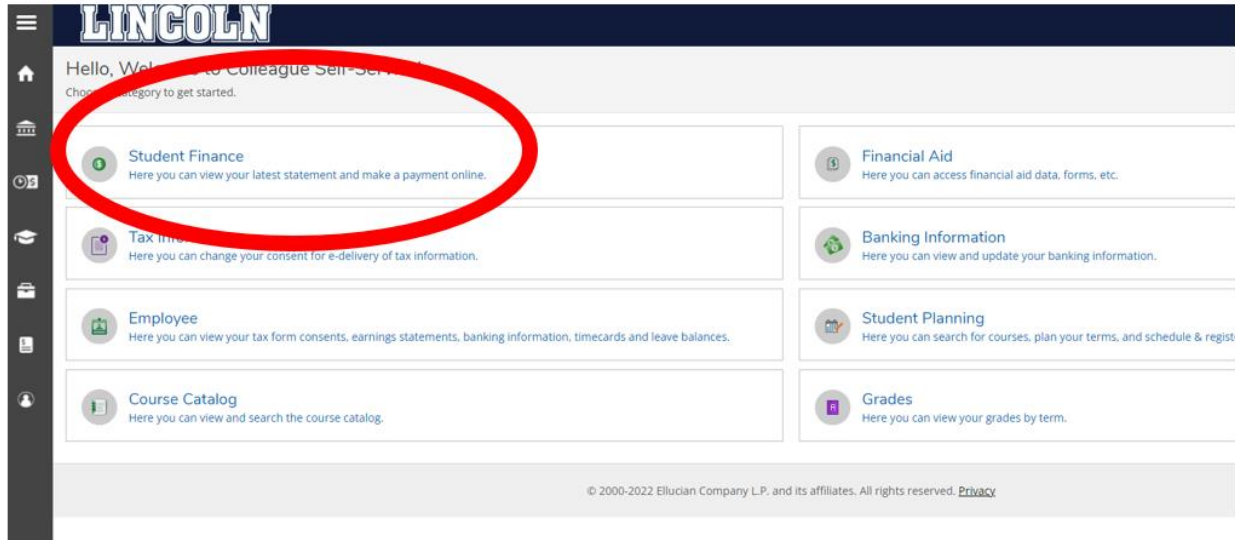
- To see and pay your bills, please use the Self Service system. You'll find the link to Self Service on the Student Quick Links card in the Blue Tiger Portal.
- Click on Self Service.



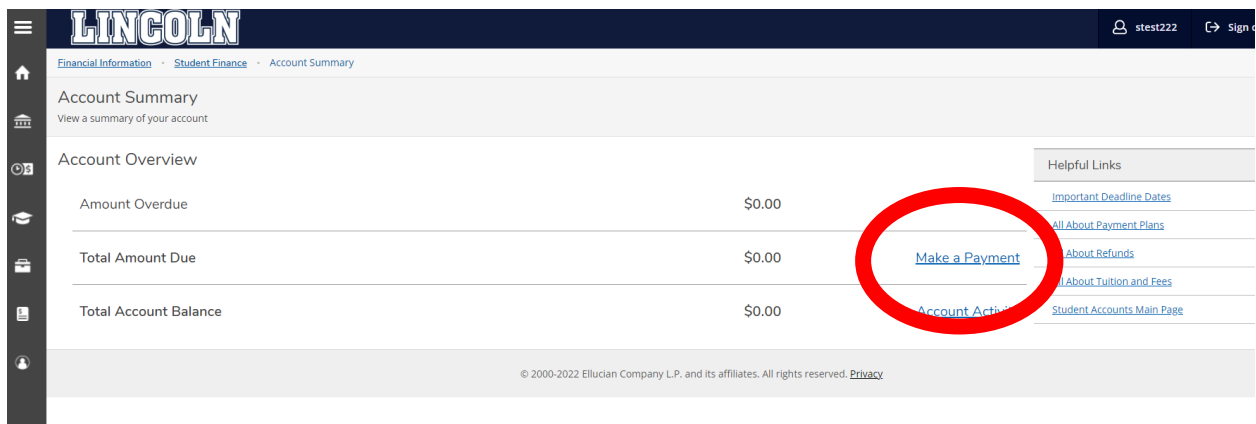
- To login to Self Service, use your **username** and password. Click the 'Sign In' button.



- 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.



- The Student Finance module will show an account summary. Click the 'Make a Payment' link to pay.



- 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