



These instructions are for former employees or employees who **DO NOT** have an LSC network ID / active directory account.

If you have not previously logged in as a former employee or if you have forgotten your password, start with Step 1.

If you have previously logged in as a former employee and you remember your password, go to Step 7.

TIP: The links in this job aid are also accessible by going to <http://www.lsc.com/employees> > Systems.

1. Go to [LSC Connect Password Reset](#).
2. Enter your **Username**.
NOTE: The username is your employee ID number (number only).
3. Enter your **10-digit mobile phone number**, using digits only (no hyphens or spaces).
4. Click the **Date of Birth** field. Enter your date of birth as DD-Mon-YYYY. For example, if your birthday is January 17, 1988 you would enter 17-Jan-1988.
NOTE: You can also use the Calendar tool to select your date of birth.
5. Enter the **last THREE (3) digits of your Social Security Number**.
6. Click **Send My Password**.

After you click Send My Password, a text message with your new password will be sent to the phone number you entered in the Mobile Number field.

Once you receive the password, you may log into LSC Connect. Go to Step 7.

The screenshot shows a web browser window with the URL <https://lscconnectreset.lsc.com/ords/f?p=129:1:::>. The page title is "LSCCONNECT" and the user is logged in as "nobody" with "Administration" privileges. The main heading is "Credentials" with a warning icon and the instruction "Please provide the following credentials to reset your password:". The form contains the following fields and callouts:

- Callout 1: Points to the "Credentials" heading.
- Callout 2: Points to the "Username" field, which contains "000000".
- Callout 3: Points to the "Employee Number" field, which contains "5557772222".
- Callout 4: Points to the "Date of Birth" field, which contains "17-".
- Callout 5: Points to the "Social Security Number (last 3 digits)" field, which contains "123".
- Callout 6: Points to the "Send My Password" button.



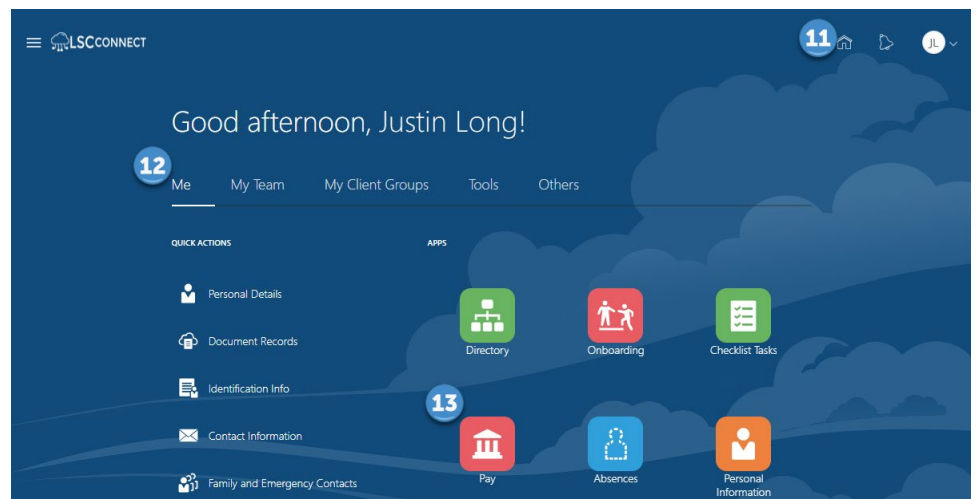
7. Go to [LSC Connect](#)
NOTE: DO NOT USE the Forgot Password link on this screen. If necessary, return to Step 1 and follow the Password Reset process.
8. Enter **your Employee ID** in the User ID field.
9. Enter **your LSC Connect password**. If this is your first time logging in, enter the password from the text message that was sent to your mobile phone.
10. Click **Sign In**.

You will be redirected to the LSC Connect Home Page.

NOTE: If you have followed the password reset instructions as needed and have followed the sign in instructions accurately, and are still unable to login, call the LSC Help Desk at 844-MY-LSC-IT (844-695-7248).



11. From the LSC Connect Home Page, click the **Home** icon.
12. Click the **Me** app group.
13. Click the **Pay** app.





14. From the Pay screen, click the **Payslips** tile to view, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

