

Newly Admitted Student Checklist

This checklist is intended only for LSU Students.

☐ Activate Your [myLSUE Account](#)

To access [myLSUE](#) and your LSUE email, use your Student ID as your username and enter your default password **starting with !Su3 followed by your birth date** (ex. !Su3MMDDYYYY). Access your LSUE email through the “Email” tab in MyLSUE. Need help? Contact LSUE IT at 337-550-1307.

☐ Complete Your Student Orientation

Learn all about your online classroom by completing the [Orientation for Online Students](#) course. You will log in with your name and LSUE ID number.

☐ Understand Your Costs & Financial Aid

Contact Financial Aid at 337-550-1282 or finaid@lsue.edu for assistance. Pay your fee bill anytime through myLSUE under “Pay Fees” or by mail. For billing or payment plans, reach out to Business Affairs at 337-550-1262 or businessaffairs@lsue.edu, including your name, student ID, and online status.

☐ Meet With an Academic Advisor

Meet with your Academic Advisor for course registration and guidance. *Note: You cannot register for courses yourself.*

☐ Schedule Your Courses

You are now ready to review and adjust your schedule in myLSUE after your advisor has set it up. If needed, you can make changes after initial registration. Explore course offerings in the [Schedule of Classes](#) and refer to the [registration guide](#) for your term. Need help? Watch this [video tutorial](#) on adding classes.

☐ Purchase Course Materials

Use the [Textbook Lookup](#) to find and obtain the required materials prior to the start of classes. Some materials may be available through [Bengal Access](#).

☐ Prepare For Your Courses

To ensure you’re set up for success, prepare for important dates by viewing the [Academic Calendar](#).