

Logging in to WebRunner

WebRunner is the student account where students can register for classes, check their student records, degree audit, Financial Aid, request transcripts, etc.

On the LBCC home page at the top right hand corner click the blue WebRunner or under "Quick Links": Click on either "Single Sign On" or "Log into WebRunner". The Single Sign On page will then come up.

As a first Time User:

1. Click on 'Claim Account'. You will enter your Claim Code that you received in your email. Enter this code and the other information it requires. This is a one-time set up.

* the email should be the personal email you provided or your LBCC student email if you have taken College Now classes.

* if you can't find your Claim Code in your email, click on "Forgot my claim code?" and an email with your Claim Code will be sent to all emails we have on file.

2. You will then create a password that will be used for your Single Sign On accounts (such as WebRunner and Moodle)

3. You can now "Sign in to Your Account" using the Single Sign On portal any time with your Username (LBCC Id Number) and the password you created for your Single Sign On.

Checking your Grades and LBCC transcript

1) To view your courses and check grades: Click on 'Student' then 'Student Records' then 'Unofficial Academic Transcript' then 'Submit'.

2) To request official transcripts: Click on 'Student' then 'Student Records' then 'Order Official Transcript/Verify Enrollment' then 'Connect to Clearinghouse'. Click on "Order a transcript" and follow the directions.