

# LUMENS STUDENT PROFILE SET-UP: Student Creation

Each New Student (first time registering for a class in Lumens) must create a Student Profile.

1. Go to <https://wce.macomb.edu>.
2. Click on Create New Profile.

The screenshot shows the top navigation bar of the Lumens website. It includes the tagline "Discover. Connect. Advance." and a user status indicator: "You are not logged in. LOGIN/CREATE ACCOUNT". A shopping cart icon shows "VIEW CART (0)". Below the navigation bar, there are two main sections:

- Sign In:** A form with a "Select User Type" dropdown menu, a "Username" input field with a "Forgot your username?" link below it, a "Password" input field with a "Forgot your password?" link below it, and a blue "Sign In" button at the bottom.
- New Students:** A section with the text "Click Create New Profile to create your own username, password and profile." and a prominent blue "Create New Profile" button.

3. Create Username and Password (retain for future logins).
4. Complete all fields in Step 1 and click Continue.

STEP-1    STEP-2

**Username\***    Username: minimum 6 characters

**Password\***    Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: (){}!@#\$%^&\*

Strength

**Re-enter password\***   

**Password hint\***   

**Identity Verification Question\***    None specified ▼

**Identity Verification Answer\***   

**E-mail\***        [Privacy Policy](#)

**Re-enter E-mail\***   

**First name\***   

**Middle Name**   

**Last name\***   

**Preferred First Name**   

**Social Security Number**   

**Birthdate\***    SSN

**Gender\***     Female  Male

**Race\***      
American/Alaskan Native  
Asian  
Black or African American  
Hispanic/Latino

**Ethnicity\***

5. Enter all fields in Step 2 and click Submit.

- Student will have to click on Same as Primary Address and select home as type.

The form is titled "STEP-2" and is divided into two main sections: "Primary Address" and "Secondary Address".

**Primary Address:**

- Primary Address Type\*: Home
- Country\*: U.S.A.
- line 1 > Address\*
- line 2 > Address
- City\*
- State\*: Michigan
- Zip\*
- Zip+4

**Secondary Address:**

- Same as Primary Address
- Secondary Address Type: --select one--
- Country: U.S.A.
- line 1 > Address
- line 2 > Address
- City
- State: Michigan
- Zip
- Zip+4

**Phone\***

- None specified
- 999-999-9999
- EXT

**Additional phone**

- None specified
- 999-999-9999
- EXT

**Company**

- None specified

If your company is not available in the list, select **\*\* Add Company \*\*** and you will be prompted to add your company's information after submitting this form.

**Class unlock keys**

Enter multiple separated by comma.

**Mail preference**

May we include you on our mailing lists?

Yes  No

**E-mail Preference**

Yes  No  
Receive info regarding future courses via e-mail?

**Returning Student\***

Yes  No  
Please indicate if you are a returning Macomb Student

**Submit** **Cancel**

Student will be logged into Lumens and directed to the Courses screen to register.

The screenshot shows the top navigation bar of the Macomb Community College website. On the left, there is a 'HOME' link. In the center, the Macomb Community College logo is displayed with the tagline 'Discover. Connect. Advance.' On the right, there is a search bar with the text 'search for a class...' and a 'GO' button. Below the search bar, there is a 'VIEW CART (0)' link. The main navigation menu is located below the search bar and includes 'BROWSE', 'MENU', and 'LAST VIEWED'. A message below the menu says 'Update your site by replacing this text with your own message. Go to my dashboard'.

Student will receive a confirmation email of their profile creation.

The screenshot shows an email message from Macomb Community College. The subject is 'PROFILE Notice from Macomb Community College'. The sender is 'Macomb Community College <HERE@macomb.edu>' and the recipient is 'Zilka, Melissa'. The email content includes a 'Mickey Mouse' signature and a 'Profile Notice' section. The notice states: 'Thank you for signing up with Macomb Community College. Your Username is mousem. If your profile was created by a staff member and included your email address, you will receive a separate email containing a link to create your password. To register for classes on our site, you must go to the sign in page and type your Username and password. Remember to keep your Username and password in a safe place. If you need help with your password, click Forgot Password on the sign in page. To edit your user profile, go to our website and sign in on the left hand column, click my profile. To change any information, click Edit at the bottom of the page and click Submit. To see what class(es) you are registered for, click Current Registrations. To view which classes you have already attended, click My Transcript. To view transactions to your account, click My Transactions. Thanks again for signing up with Workforce & Continuing Education at Macomb Community College. Enjoy your class! Sincerely, Workforce & Continuing Education Macomb Community College'. A list of contact information is provided at the bottom of the email.