

## Instructions to Finalize on the Portal

1. Go to [www.lcuniversity.edu](http://www.lcuniversity.edu) and log into your MyLCU Portal using your Louisiana College ID number and password given to you upon acceptance.
2. **Laptop:** On the right side of the blue tab bar, click “More”, on the second line of the tab bar, click on the “Finalize” tab
3. **Phone:** On the top left menu symbol, scroll until you see the “Finalize” tab
4. Once on the “Finalize” page, you will see these instructions:  
[“To properly finalize you need to complete the following steps in order:”](#)
  - a) Click [here](#) to open the "My Account Info" window and click on "My Account Balances" to generate your charges.
  - b) If you have a balance due, continue entering your debit/credit card information in order to pay your balance.
  - c) **NOTE: If you do not pay your full balance due at this time, you will still be allowed to proceed to step 3 to continue with the finalize process. However, you are expected to clear your balance by the last day of drop/add.**
  - d) Click on the "FINALIZE" tab.
  - e) Click on the "Student Check-In" link below. Answer all questions and click "SUBMIT" at the bottom of the form. You should receive a message stating that you successfully completed student check-in. “
  - f) Complete all the above instructions. Once you have received the message stating that you have successfully completed the student check-in, you have completed the process and are finalized.