

How do I get an LPS account?

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New staff

New LPS accounts are created automatically based on HR's employee system. An account will not be created until HR finishes their process and the employee exists in the system. The account will be created the day after they are entered into the system.

Any questions regarding the status of a new staff account should be directed to the HR department before contacting Help Desk (extension 25368).

Returning staff

Staff members who have worked in the district in the past and have now returned will have to wait until HR re-activates them in the employee system. The account will automatically be re-enabled the day after HR re-activates the staff member.

Any questions regarding the status of a returning staff member account should be directed to the HR department before contacting Help Desk (extension 25368).

Non-LPS staff

Any staff members that are working in the district but are not officially LPS staff members will not automatically have an LPS created. Any non-LPS staff that is in need of an LPS account will need to contact Help Desk to request an account.

Checking if an account exists

If you have an LPS account and would like to check if an account has been created for another staff member a quick method is checking the address book using Outlook. Only staff members with an active account will appear in the address book.

Address Book button in the Outlook app	Address Book in the Outlook Web Site

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=21>