<table>
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<th>TECHNOLOGY ROADMAP</th>
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**RAMBLER BUCKS**

**How to Add Money:**

1. Go to locus.luc.edu and sign-in using LUC Username and Password
2. Click “Campus Finances” in the “Enterprise Menu”
3. Click “LU Campus Card”
4. Login using LUC Username and Password
5. Click “Deposit To Account”

**PASSWORD SELF-SERVICE**

1. Go to luc.edu
2. Select the “Link” tab in the upper right hand corner.
3. Click “Password Self-Service”
4. Click “First Time Setup”
5. Enter your Username
6. Enter temporary password (first initial of first name and first initial pf last name and birthdate ex. ab063096)
7. Follow remaining steps to create personalized password.
8. To change your password, follow “Password Reset” to reset your password in the future.

**BILLS**

**How to Gain Parent/Guest Access**

1. Go to locus.luc.edu and sign-in using LUC Username and Password
2. Click “Campus Finances” in the “Enterprise Menu”
3. Click “View Parent/Guest”
4. Click “Update” and add your information to provide yourself access to your student’s account.

**How to Pay a Bill**

1. Go to locus.luc.edu and sign-in using LUC Username and Password
2. Click “Campus Finances” in the “Enterprise Menu”
3. Click “View e-Bill(s)”
4. Click “View Detail” for 2016
5. Click “Make Payment”

**TRANSCRIPT**

**How to View Unofficial Transcript**

1. Go to locus.luc.edu and sign-in using LUC Username and Password
2. Click “Academics” in the “Enterprise Menu”
3. Click “View Unofficial Transcript”
4. Select Institution and Report Type. Click “View Report”

**How to Request Official Transcript**

1. Go to locus.luc.edu and sign-in using LUC Username and Password
2. Click "Academics" in the “Enterprise Menu”
3. Click “Request Official Transcript”
4. Select “Electronic Transcript” and hit “Submit”
5. Follow steps for ordering transcript.