Laurel Ridge
COMMUNITY COLLEGE
VISION EAS

Enterprise Application System (Vision EAS)

Access Instructions

Collaboration

A Collection of Integrated Application Modules, Performing Vital Processes, Connecting Administration, Staff, Faculty, and Students.

Developed by Information Technology Services (ITS)

VISION EAS

The vision of the Enterprise Application System (Vision EAS), as provided by the Information Technology Services (ITS) department, is to collaborate with college administrators, faculty, and staff to develop focused, secure applications to address specific needs, integrating resources and data, establish and promote efficient communications between departments and processes, and support the college's vision to provide exemplary educational opportunities based on college's core values.

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This is an alternate method to Option 1 for those with the Laurel Ridge Vision EAS tile in MyLaurelRidge.

Use the following process if you do not have the Laurel Ridge Vision EAS tile.

Some users may not see the Laurel Ridge Vision EAS tile in MyLaurelRidge. This is a known issue. We identified this occurring in some cases where a user may be associated to more than just Laurel Ridge Community College.

Some users may also prefer to use this option even if they have the Laurel Ridge Vision EAS tile. This option is the most direct method to enter EAS using Single Sign On authentication with VCCS.

PLEASE NOTE:

Employee access in **Vision EAS** will look different from a student's access.

How so? When logging in, …

- If you are strictly (only) a **student,** you will be directed immediately to the **Student Dashboard,** showing only content for a student.
- If you are an **employee,** you will see other information and options including a link to your **Student Dashboard** (if you are also a student of Laurel Ridge).

You must have access to MyLaurelRidge. **The Laurel Ridge Vision Enterprise Application System (EAS) uses MyLaurelRidge Single Sign On for authentication (VCCS), allowing you access to EAS.**

Do not use Internet Explorer as this is being depreciated by Microsoft.

This includes using:

1. Your VCCS user ID and,
2. Your current password

To access **MyLaurelRidge**, you can visit LaurelRidge.edu and click on **MyLaurelRidge** in the top navigation bar. This option may be used if you have the **Laurel Ridge Vision EAS** tile (see Option 1 or Option 2 in this document) or you may access EAS directly (see Option 3) if you do not have the **Laurel Ridge Vision EAS** tile in **MyLaurelRidge** or you do not require access to other **MyLaurelRidge** tiles and simply wish to enter EAS directly.
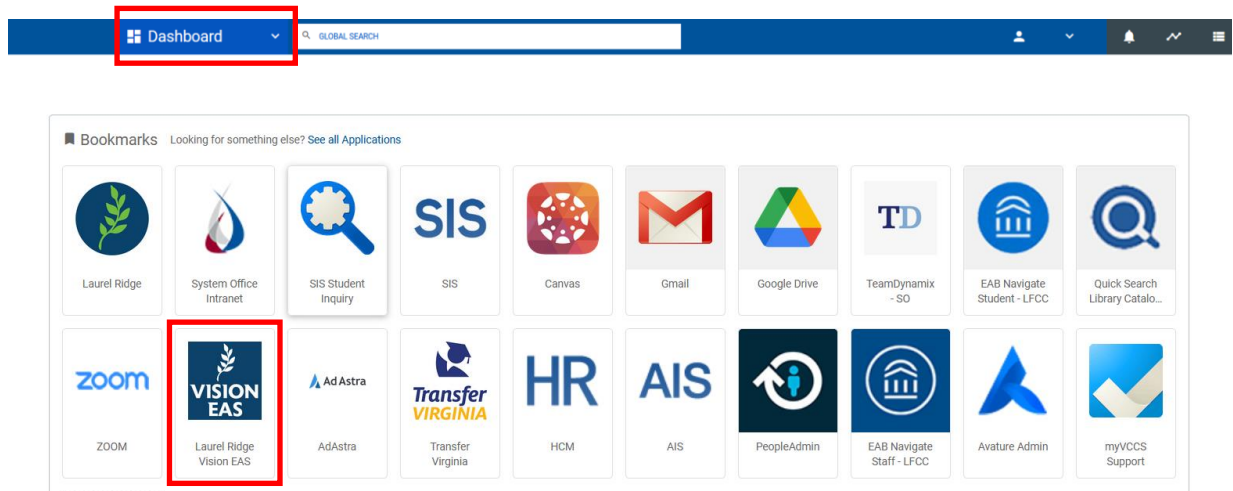
Some users may not see the Laurel Ridge Vision EAS tile in MyLaurelRidge. This is a known issue. We identified this occurring in some cases where a user may be associated to more than just Laurel Ridge Community College. See Option 3 for instructions if you do not have the Laurel Ridge Vision EAS tile.

Showing LaurelRidge.edu
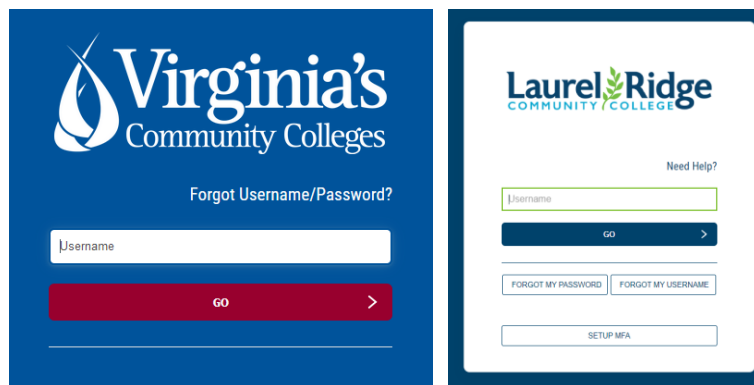
Showing different types of logins … screens you may encounter.

Showing "Dashboard" & Laurel Ridge Vision EAS tile after logging in. Your tiles may differ and include tiles not listed here or you may not see those shown above. You will see the one for Vision EAS – If not, Contact ITS@laurelridge.edu. You are likely to default to "Applications" view and may want to change to "Dashboard" at upper left.

What is your MyLaurelRidge username and or password?

For those unaware, your username will likely be your initials and a combination of numbers. The length of your username will vary and based upon availability. These are assigned by VCCS not Laurel Ridge Community College. Your password is a private password only you should be aware of and should never be shared with others. You can reset your password if you wish.

Unsure of your username and or password?

If you are unsure what your username or password is, you may use the "Forgot Password" or "Forgot Username" utilities as shown above on the prior page, or you may contact ITS or Student Services. Since contacting ITS is typically done within a "ticket" inside EAS, you will want to have your supervisor initiate the request. ITS can verify your identity, provide your username, and reset your password. **If you are a student, please contact Student Services.**

Additionally, when resetting your password on your own or having ITS perform a reset for you, it is strongly advised that you change your temporary password assigned to you during the process to a new password and record it in a safe place. Do not share your passwords with others.

Again, if you are a student, do not contact ITS. Please contact Student Services for password resets.
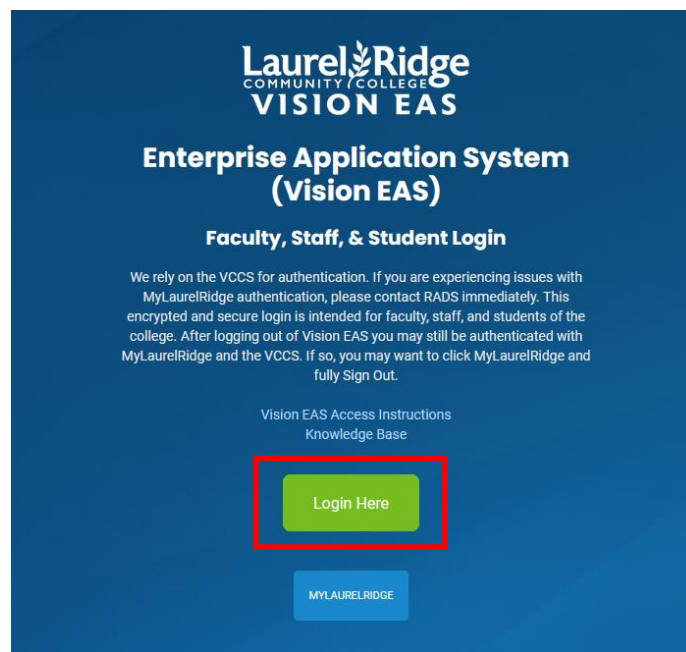
If you have the Laurel Ridge Vision EAS tile in MyLaurelRidge, use this method.

Most users have the **Laurel Ridge Vision EAS** tile in their **MyLaurelRidge** login, where they access many other VCCS applications like Canvas, SIS, and others.
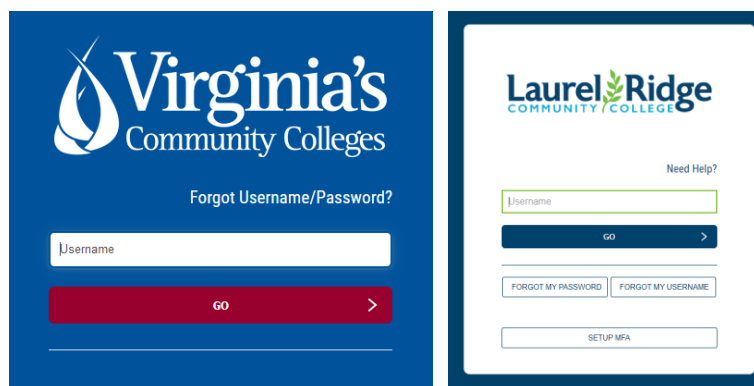
If you do, this method may be used and is recommended.

1. Visit https://vision.laurelridge.edu and click on the **Login Here** button.

Showing EAS Login Screen.

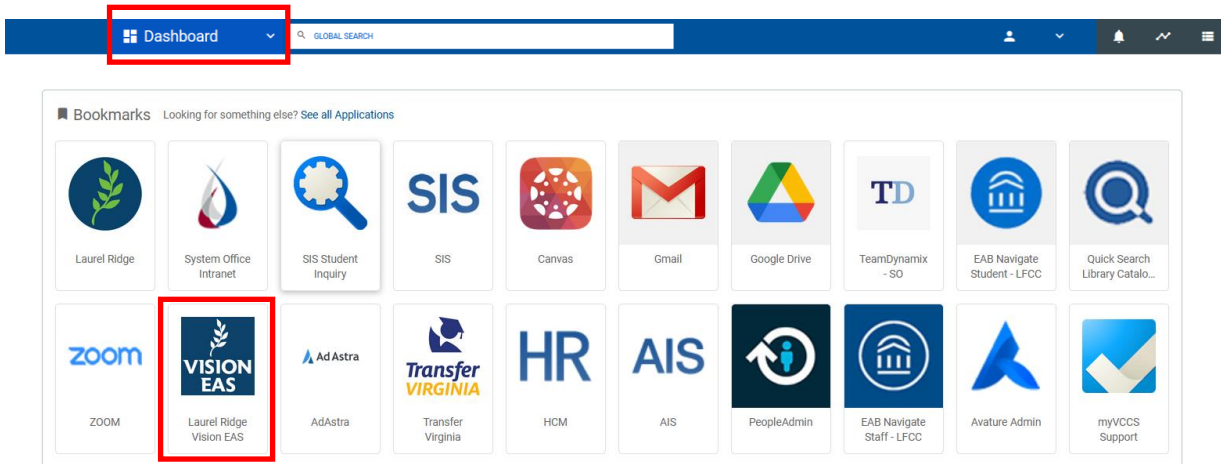2. You will be directed to **MyLaurelRidge** login screen as shown below.

Showing different types of logins … screen may differ

Login using your **MyLaurelRidge** (VCCS) credentials as you typically would.

3. Once authenticated, click the **Laurel Ridge Vision EAS** tile.

Showing "Dashboard" & Laurel Ridge Vision EAS tile after logging in. Your tiles may differ and include tiles not listed here or you may not see those shown above. You will see the one for Vision EAS – If not, Contact ITS@laurelridge.edu. You are likely to default to "Applications" view and may want to change to "Dashboard" at upper left.

4. **After clicking the Laurel Ridge Vision EAS tile, you will be forwarded to EAS.** Assuming this is your first-time accessing EAS and that you are not a student, you will be asked to claim your account as illustrated below. You are required to claim your EAS account only once by providing information for each field or selection.


Showing EAS Claim Screen – All fields are required (this entry is only required once).
Note this does not apply to students.

If you authenticate properly, this is your first time in EAS, you did not receive the screen in the prior image, and instead receive a message saying you are not in the system; contact your supervisor and have them submit a ticket to ITS. Your information must be preloaded into EAS.

Are you a student? Contact Student Services

5. Click Continue to enter EAS as shown below.
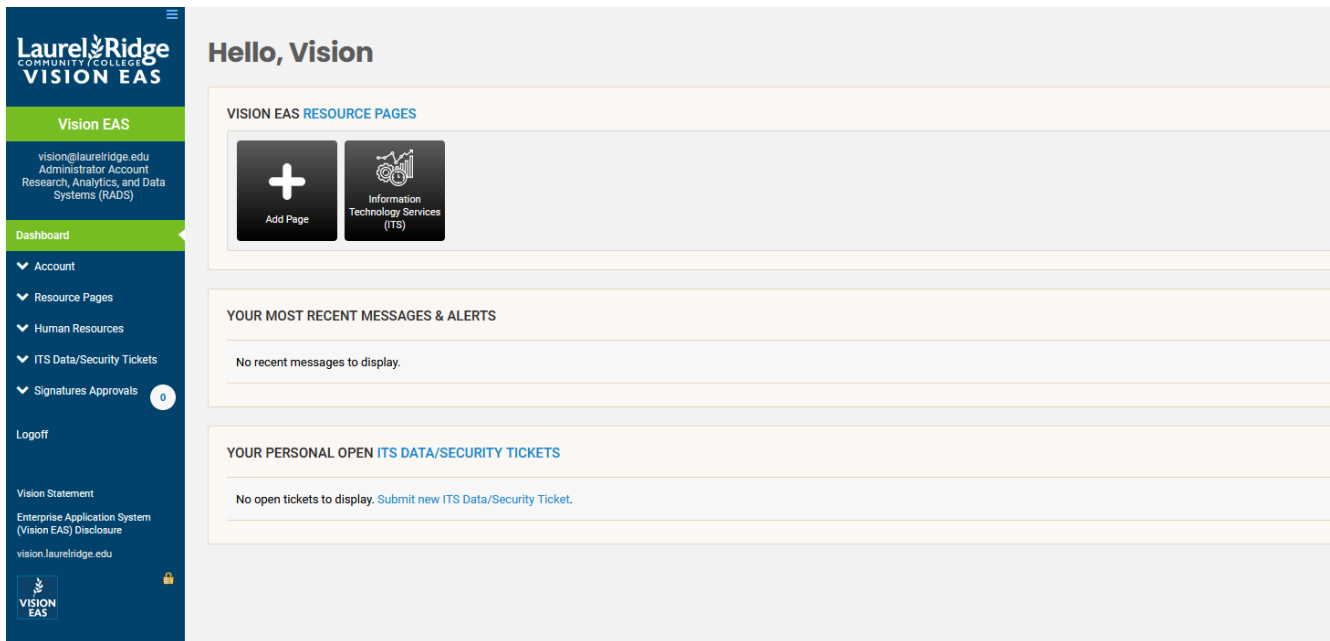
Showing a typical EAS Dashboard. Your menu options and dashboard may look different if you have access to additional application modules.

[See Option 3 for instructions](#) if you do not have the Laurel Ridge Vision EAS tile.

This is an alternate method to Option 1 for those with the Laurel Ridge Vision EAS tile in MyLaurelRidge.

Most users have the **Laurel Ridge Vision EAS** tile in their **MyLaurelRidge** login, where they access many other VCCS applications like Canvas, SIS, and others.

If you do, this method may be used.

1. Visit https://lr.my.vccs.edu or using the method as outlined in images 1 and 2 above
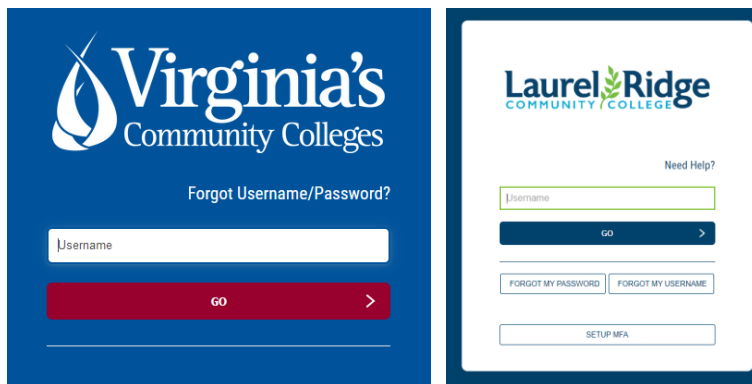
Showing different types of logins … screens may differ

Login using your **MyLaurelRidge** (VCCS) credentials as you typically would

2. Once authenticated, click the **Laurel Ridge Vision EAS** tile
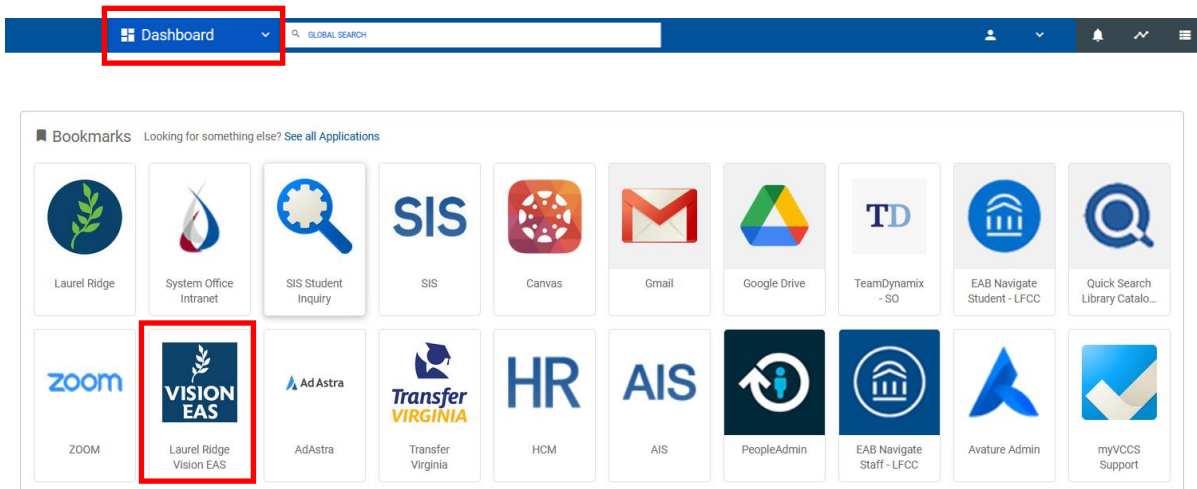
Showing "Dashboard" & Laurel Ridge Vision EAS tile after logging in. Your tiles may differ and include
tiles not listed here or you may not see those shown above. You will see the one for Vision EAS –
If not, Contact ITS@laurelridge.edu. You are likely to default to "Applications" view and may want to
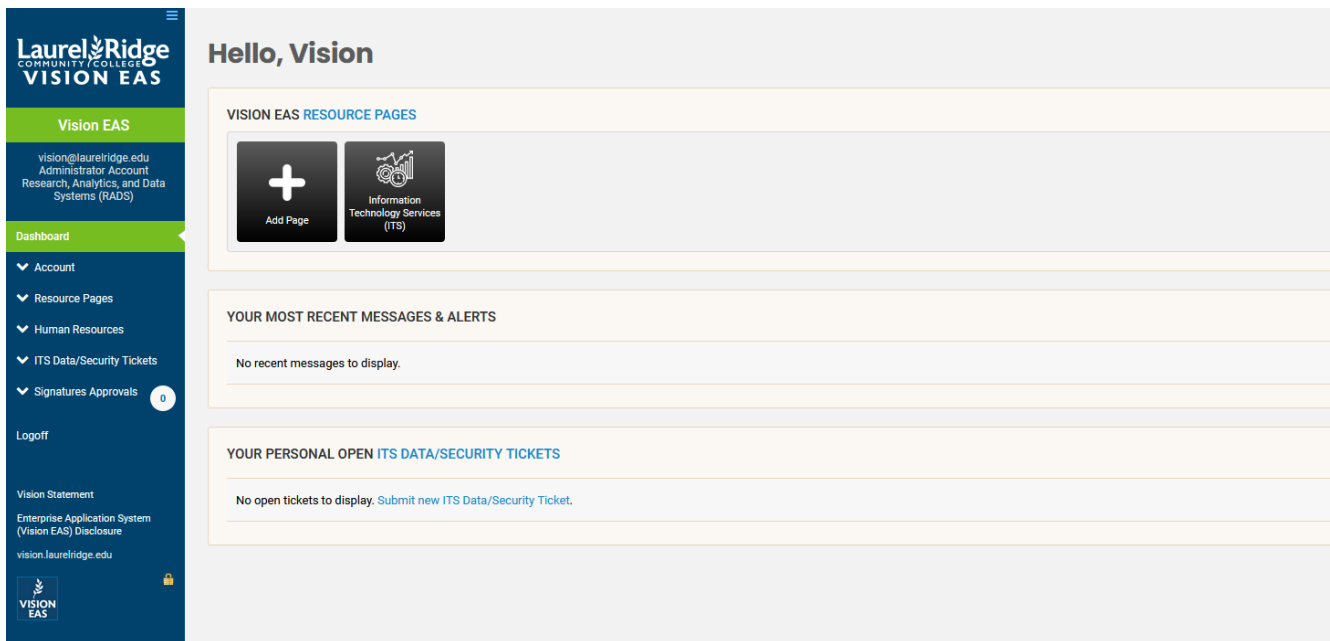*change to "Dashboard" at upper left.*

3. **After clicking the Laurel Ridge Vision EAS tile, you will be forwarded to EAS.** Assuming this is
   your first-time accessing EAS, and you are not a student, you will be asked to claim your account as
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If you authenticate properly, this is your first time in EAS, you did not receive the screen in the prior image, and instead receive a message saying you are not in the system; contact your supervisor and have them submit a ticket to ITS. Your information must be preloaded into EAS.

4. Click Continue to enter EAS as shown below

Showing a typical EAS Dashboard. Your menu options and dashboard may look different if you have access to additional application modules.

See Option 3 for instructions **if you do not have the Laurel Ridge Vision EAS tile.**

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1. Visit https://vision.laurelridge.edu/sso.php

Browse to:

https://vision.LaurelRidge.edu/sso.php
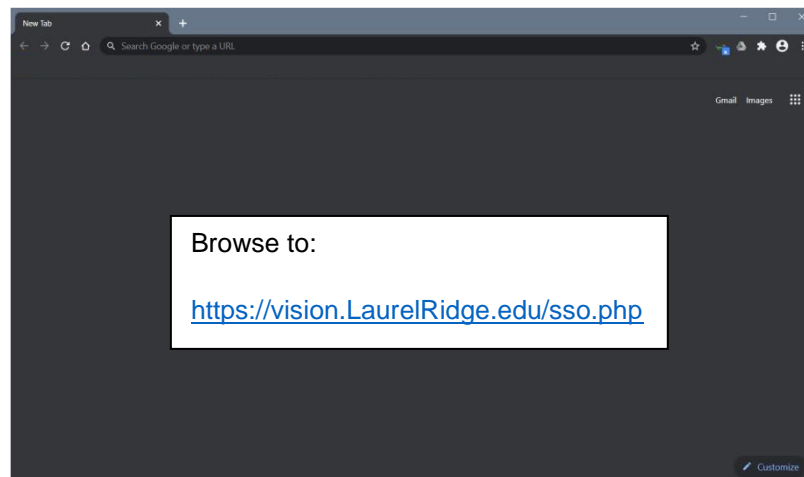
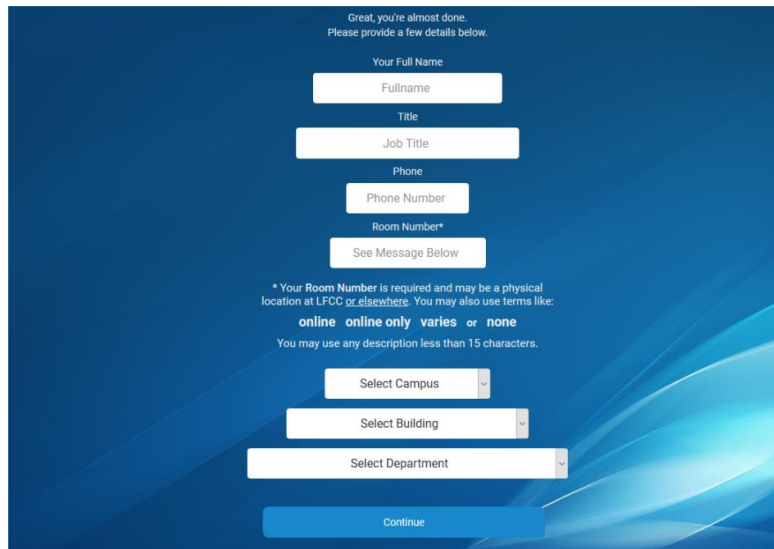*Showing any browser (Google Chrome or FireFox recommended).*

2. Login using your **MyLaurelRidge** (VCCS). Authenticate using your credentials as you typically would
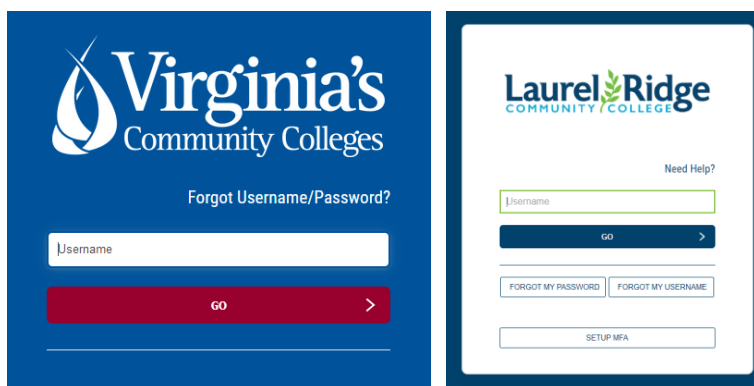
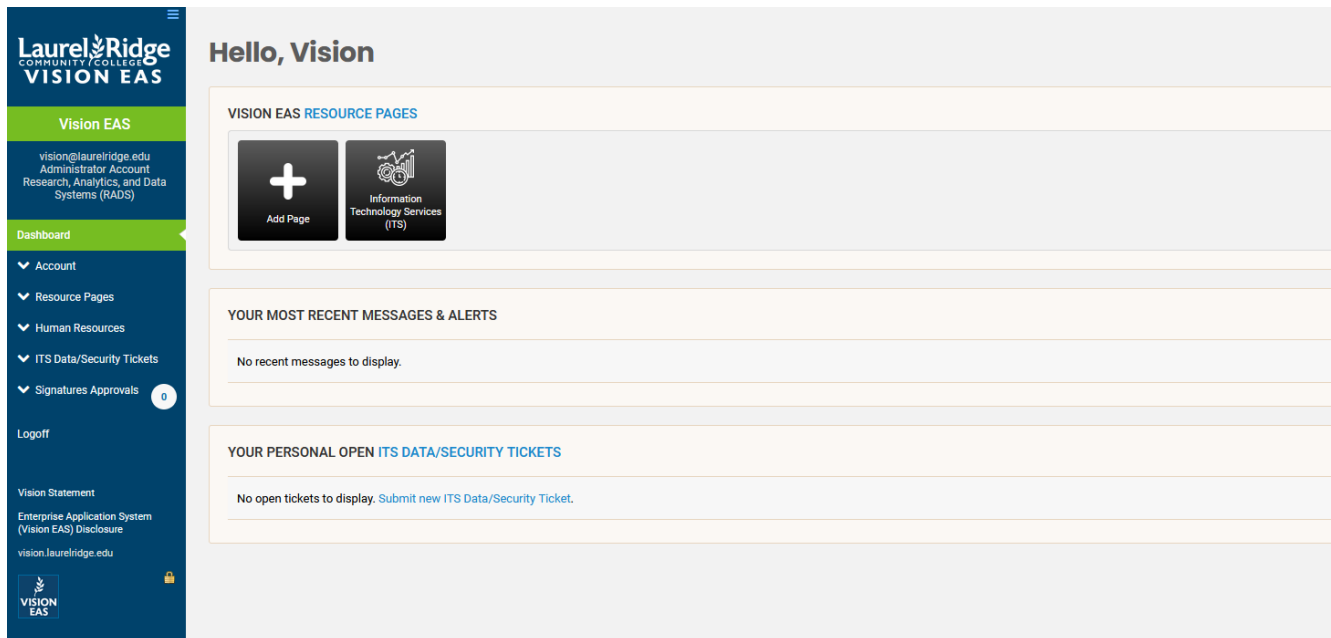*Showing different types of logins … screens may differ*

3. **You will be forwarded to EAS.** Assuming this is your first-time accessing EAS, and you are not a student, you will be asked to claim your account as illustrated below. You are required to claim your EAS account only once by providing information for each field or selection.

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