

# Lake County Department of Utilities

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**Title:** Accessing the LCDU Bulletin Board

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**PURPOSE:**

This Bulletin Board has been developed to enhance critical thinking and to further develop Lake County Department of Utilities (LCDU) resources in all areas of business.

**SCOPE:**

The Bulletin Board is accessible to all LCDU employees having an LCDU email address. The Bulletin Board can be accessed from any PC or Mac with a secure user name and password.

**RESPONSIBILITIES:**

Employees posting comments and / or questions on the Bulletin Board are responsible for posting professional material that is not personal, offensive or discriminatory. Jokes, slander, reference to employees regarding human resource matters and all other confidential and / or time-sensitive information are all strictly prohibited from being posted on the Bulletin Board.

**DEFINITIONS:**

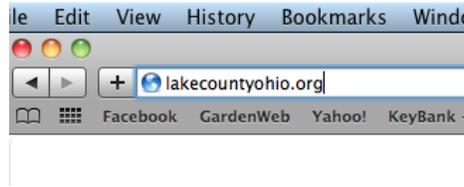
- 1.1 Bulletin Board – A secure page on the LCDU web page which allows designated users to login from any internet-connected computer to post questions, comments or to expand on a thought or idea which is being discussed on a specific organizationally-driven topic.

**PROCEDURE:**

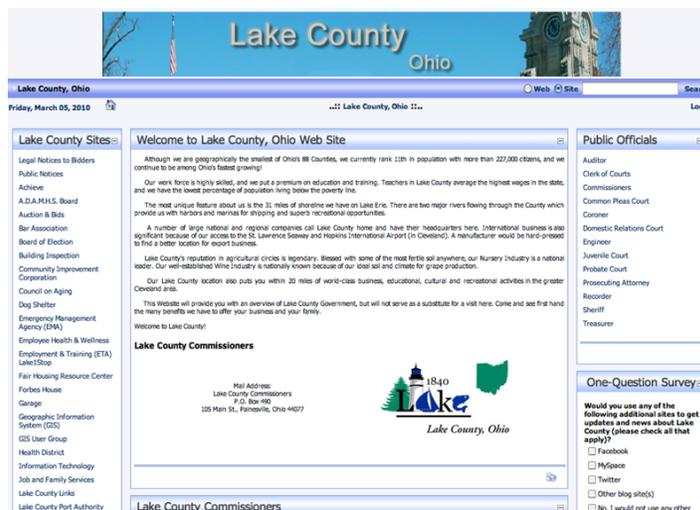
- I. Access cannot be achieved until you have received an email with your user name and password.
  - A. Contact Scott Cole (ext. 5706 or [scott.cole@lakecountyohio.gov](mailto:scott.cole@lakecountyohio.gov)) if you have not received a user name and password.

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- II. Open your internet browser, enter “lakecountyohio.org” as shown below and press Enter on your keyboard.



- III. You'll be directed to the Lake County Ohio website which looks like the page below.

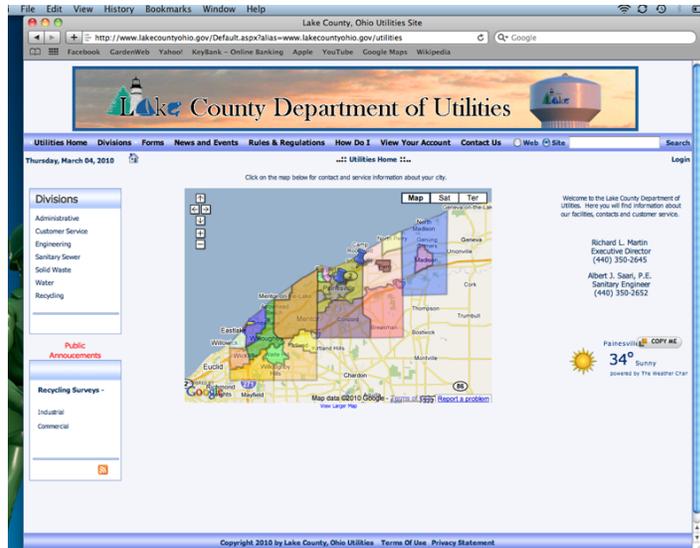


- IV. Scroll down the left-hand side of the page and left click on “Utilities Department.”

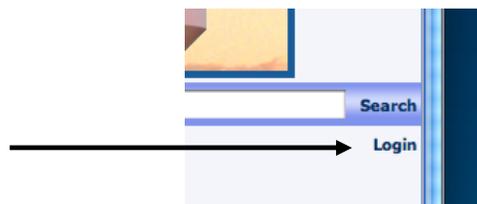


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V. You will be directed to the LCDU web page which looks like the photo below.



- VI. The LCDU web page can be accessed from anywhere (i.e. work, home, Florida, Vancouver, South America, etc.).
- VII. To gain access to the secure portion of the web page and to unlock the Bulletin Board, you must have a user name and password.
- VIII. From the Utilities web page left click on “Login” which can be found on the right-hand, top portion of the screen (see photo below).
- A. Access will be denied if you try to do this from the County page.



- IX. You are now directed to the login page.
- A. Enter your user name and password in the appropriate fields and left click the “Login” button.

A screenshot of the 'User Log In' form. The form has a title 'User Log In' in a blue box. Below the title are two input fields: 'User Name:' and 'Password:'. A 'Login' button is positioned below the password field. There is a 'Remember Login' checkbox below the 'Login' button. At the bottom of the form, there is a link for 'Forgot Password?'. Three black arrows point from the left towards the 'User Name' field, the 'Password' field, and the 'Login' button.

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- X. The screen you now see is a secure page.
  - A. A new page option now appears in the header called “Bulletin Board.”



- 1. The Bulletin Board was not and is not visible or accessible from the public view. You must have a valid username and password to gain access.
- XI. Left click on “Bulletin Board” on the header of the web page.
- XII. You are now directed to the new LCDU Bulletin Board.
  - A. Congratulations! You should see a screen that looks something like the photo below.



- XIII. Access this page frequently to engage in professional discussions, brainstorming and other organizationally-related business.
- XIV. Be sure to logout when completed.
  - A. The “Logout” button can be found on the top, right-hand portion of your screen.

