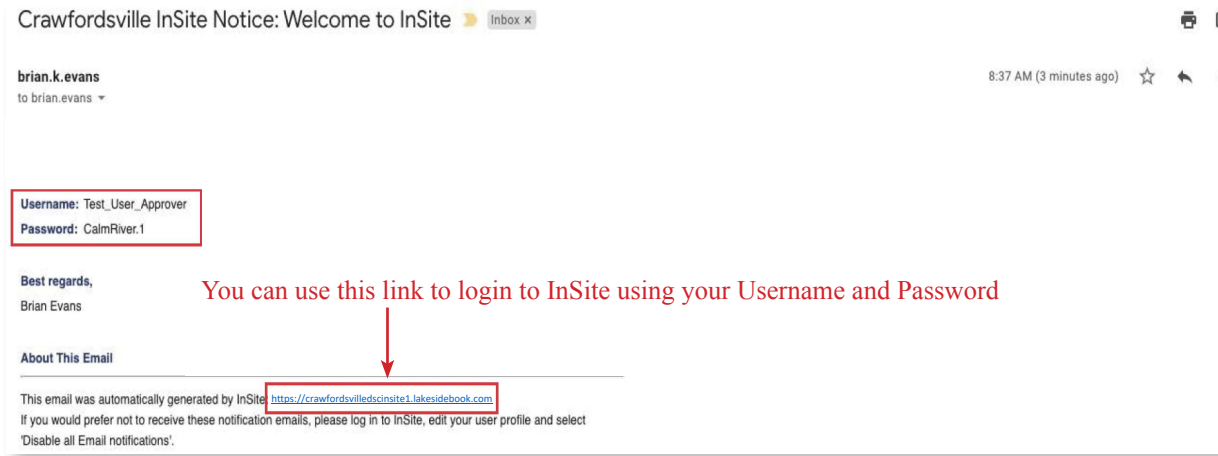


# InSite Login Guide

Below is an example of an email that you will receive from InSite. Use the provided Username and Password to login.



## Compatible OS & Browsers

Windows Computers	
Operating System	Web Browser
Windows 10	Edge
	Internet Explorer 11
	Firefox*
Windows 8.1 (64-bit only)	Chrome
	Internet Explorer 11
	Firefox*
Windows 7 (32-bit or 64 bit)	Chrome
	Internet Explorer 11
	Firefox*

Mac Computers	
Operating System	Web Browser
macOS Sierra (10.12)	Safari 10
	Firefox*
	Chrome
OS X El Capitan (10.11)	Safari 9
	Firefox*
	Chrome
OS X Yosemite (10.10)	Safari 8
	Firefox*
	Chrome

## Lakeside Book

**Username:**   
**Password:**   
**Language:**

Remember me on this computer.

[System Diagnostics](#)  
[Forgot Your Password?](#)

## Crawfordsville InSite System



The following Operating Systems and browsers are supported:  
**Mac OS X:** 10.8 - 10.11 (10.6.8 and 10.7 should work); Safari, Chrome, and later versions of Firefox.  
**Windows:** 7 - 10; Internet Explorer 11, Edge, Chrome, and later versions of Firefox.

Chrome supports uploading of files and folders; other browsers support uploading of files only.  
 Edge will not allow drag and drop - you will need to browse for files.

[Login to Willard InSite System](#)

Do you have general questions about InSite? Login, then click 'Help' in the toolbar.

Check out our [InSite Resources](#) for How-to Guides and documentation to help you learn and use InSite.

To ensure your files are prepared for fast, efficient and trouble-free production, be sure to visit [to review our guidelines and recommended standards.](#)

Read our [File Standards and Review](#) document about our File Review process along with design and technical information.

If you are experiencing problems with InSite, please contact the TSR or TSA of your account. If you do not know who your TSR or TSA is or if you are experiencing problems after normal business hours on nights or weekends, please contact our **24 hour hot line at 765-364-2231.**

# Forgot your Password or want to change your Password in InSite

## Forgot your Username and/or Password:

If you have just forgotten your Password then click on “Forgot Your Password?” and a new one will be emailed to you. Once you receive your new Password and you want to change it, follow the directions below.

If you have forgotten both your Username and Password then you will need to reach out to your TSR, TSA or contact the 24 hour hotline listed on the InSite Login Page.

## Lakeside Book

Username:

Password:

Language:

Remember me on this computer.

[System Diagnostics](#)

[Forgot Your Password?](#)

## Email Password

If you have forgotten your password, you can be emailed a new password.

Enter your username.

Username:

## Crawfordsville InSite System



The following Operating Systems and browsers are supported:  
Mac OS X: 10.6 - 10.11 (10.5.8 and 10.7 should work); Safari, Chrome, and later versions of Firefox.  
Windows: 7 - 10; Internet Explorer 11; Edge, Chrome, and later versions of Firefox.

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## Changing your Username and Password:

Once you are in InSite and you want to change either your Username or Password just click on your name in the upper right hand corner. Once the “Edit Customer User” window comes up you can change your information. Please be sure to select Update when you are done.

## InSite requires a strong password.

Here are the requirements for a strong password:

- \* Be at least 8 characters long
- \* Contain at least one character from the three following groups:
  - \* Uppercase letter: A, B, C .....Z
  - \* Lowercase letters: a, b, c .....z
  - \* Numbers: 1, 1, 2 .....9
- \* Special Characters, such as : #, \$, %, etc

## Lakeside Book

Tests Overview Jobs Administration

Brian Evans Help Logout

Welcome Brian Evans

LSC Communications Crawfordsville InSite Server #1

## Lakeside Book

Tests Overview Jobs Administration

Brian Evans Help Logout

Edit Customer User: Brian Evans (Test\_User\_Approver)

Fields marked with \* are required.

### User Information

Unique Username

Test\_User\_Approver

First Name \*

Brian

Init.

Last Name \*

Evans

### Email Options

Email \*

brian.evans@lsc.com

Email Language

English

Disable all Email notifications

Disable event notifications

Subscribe to Events

### Contact Information

Title

Office Phone

Cell

Home Phone

Pager

Fax