LBCC’s Online Writing Lab (OWL), a service of the Writing Center, allows you to send your writing projects to a writing assistant who will help you with such things as organizing, developing, and revising your work.

OWL Submission:

**Step One:** From the **LBCC Homepage**, click on the **Student** drop box.

**Step Two:** Go to **Student Support** and click on the **Learning Center** link.

**Step Three:** Click on **Writing Help** located on the left side of the Learning Center Home page.

**Step Four:** Scroll down to the bottom and click on the black box with a picture of an owl on it, labeled **Online Writing Lab**.

**Step Five:** If you are a returning user, simply enter your email and password. If you are a first time user, click on **Create a New Account** and fill out the information on the **Registration Screen**. Please take care to enter your email address correctly. Your email address can be from any service.

**Step Six:** Once you fill out the registration, click on the **Register** button on the lower left. You will be sent a registration confirmation. If you don’t receive one, check your spam folder; sometimes automated messages get sent there.

**Step Seven:** Check your **email** and click on the one-time **Account Access** link to activate your account.

**Step Eight:** Enter in your information on the **Profile Screen**. You can update your profile information at any time.

**Step Nine:** Although it is not required, we encourage you to fill out the **Submission Page**. The more information we have about you and your paper, the more effectively we can help.

**Step Ten:** Copy and paste your word document or type the text of your project in the **Text Field**. All formatting, such as text boxes and other advanced document features, will be lost, so if you have questions concerning formatting, it is best addressed in the Writing Center.

**Step Eleven:** Click on **Submit**.

You will receive a confirmation page that your message has been received. Expect between 24 and 48 hours for a response to your OWL submission. We do not have weekend staff, so papers submitted late Friday afternoon will not be responded to until Monday.