



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■



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### Access to LSE buildings

LSE welcomes visits from its alumni, but please note that access to buildings for alumni is different to that for staff and students:

1. Access Times

The School is fully open Monday to Friday 8am-6.30pm, excluding Bank Holidays and School closures at Christmas and Easter.

2. Early mornings, evenings and weekends

Access to LSE buildings before 8am and after 6.30pm on weekdays, and at all times at weekends, is restricted to LSE staff only. Please note that alumni Library cards permit access ONLY to the Library.

3. Exceptions

The following are exceptions to this rule:

- Library

The Library operates its own admissions policy and has opening hours which varies according to the time of year – please see the [Library website](#) for details of opening hours and admissions policy.

- New Academic Building (NAB)

Access to the NAB works on a swipe card system for staff and students. Access for alumni is not possible before 08.00 or after 18.30 on weekdays, or at weekends; access on weekdays is possible either by presenting your alumni Library card or by [emailing the NAB reception](#) at least 24 hours in advance of your visit.

- Public lectures, evening classes and other official events

Anyone attending public lectures, evening classes and other official LSE activity is permitted access to LSE buildings for the duration of the event.

- Gym and squash club

Members who are in possession of a valid gym or squash membership card can gain access while the gym and squash courts are open in the evenings and at weekends. When the East Building is closed, access is via the Old Building entrance.

4. Access to IT facilities

Alumni do not have access to the LSE network, and are therefore not permitted to

use IT facilities; with the exception of the open-access visitors' PCs on the first floor of the Library, during Library opening hours (see above).

### **How to register**

You will need your alumni ID or your former student number to complete the new user registration process, after which you can begin to update your profile and preferences and access member-only content. Please note that you will need to enter your alumni ID without the first four zeros. The number can be found on any official email from LSE Alumni Relations.

### **Alumni Card / Library Card**

The only Alumni ID card available is obtained through the LSE library and it is a library card. You will require your alumni ID number in order to get your card and must visit the library in person.

Alumni are welcome to use the LSE Library's printed collections - on a reference basis or to borrow - free of charge. There are also internet-connected PCs allocated to alumni, providing access to certain online journals.

What you need to do

Sign up for your alumni library card in person at the Library. If you have changed your name since graduating, please register with the details you used before your graduation. Alumni library cards need to be collected in person from the Library Membership desk.

For further information and all queries, please visit the Library website or e-mail [library.reception.enquiries@lse.ac.uk](mailto:library.reception.enquiries@lse.ac.uk).

Unfortunately there is no remote journal access for alumni under current licensing agreements, although we are hoping to secure this in the future.

University of London Library: membership for LSE alumni

Preferential rates are also available for LSE alumni to access the University of London Library. For more information, contact the membership desk on +44 (0)20 7862 8439 or email [userservices@uul.ac.uk](mailto:userservices@uul.ac.uk).

### **Email forwarding address**

The LSE alumni email address is a free forwarding service available to all LSE alumni who are registered with LSE Alumni Online. It allows you to maintain a permanent email forwarding address associated with LSE, providing an easy way to keep in touch with friends and colleagues following graduation and during your working life - without having to constantly

update your contacts whenever your email address changes.

#### How email forwarding works

Any email sent to your LSE alumni email address will be forwarded to a destination email address you specify, for example your personal Hotmail account or your work account – this destination email address can be changed whenever you like.

Your LSE alumni email forwarding address is not an email account service and as such you will not be able to send or otherwise store email with this service. You will not be able to forward emails from your LSE network account using this service. You should continue to send and store emails using your personal email account.

#### How to get started

You will need to register with LSE Alumni Online to set up your alumni forwarding address. Once you have logged into your account, simply follow the steps listed below:

- go to the My Public Profile page and click on the Email Forwarding block (You will not be able to see this block until you have graduated)
- Click Edit. Select your LSE alumni email (e.g. a.nother@alumni.lse.ac.uk)
- choose your main email account (e.g. another@gmail.com) to which you would like messages to be forwarded
- distribute your LSE alumni email
- check your main email account for messages

Please allow for 24 hours from time of registration for the email forwarding to be operational.

#### Sending messages as if from your LSE email forwarding address

Many email accounts may allow you to spoof the "from" address so that it appears emails sent from your personal account originate from your LSE address.

Some information on how to set this up within Microsoft Outlook Express, Microsoft Internet Explorer, Netscape Mail, Pegasus Mail and Eudora is available in the Email forwarding section.

Information on some of the more popular web-based email accounts is available as follows:

[Hotmail or Outlook](#) | [Yahoo](#)

### **Modern Foreign Languages Certificate Course Programme**

For our alumni LSE offers Language Courses. This programme runs from October through to April each year. Registration begins in September.

More information: <http://www.lse.ac.uk/language/ModernForeignLanguages/Certificate/MFLCertificateHome.aspx>

### Stay in Touch

For any questions and initiatives please contact:

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Keep up with Alumni and IDEAS Affairs:

LinkedIn Group: <https://www.linkedin.com/groups/4689701>  
IDEAS Twitter: [@lseideas](https://twitter.com/lseideas)