Account Creation Instructions

In order to register your classes online, you must first create an account on the Lakeland University web site, **my.lakeland.edu**. Once you have set up your account, you will be ready for the next step in advising.
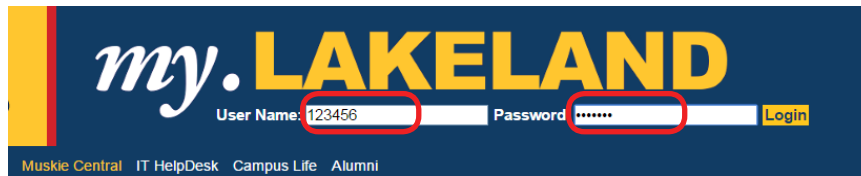
Step #1: Generate a Temporary Password

First, go to the My Lakeland web site:

my.lakeland.edu

On the main page, at the top left corner, you will see a log-in area.

For the **user name**, you must enter your LUW ID number (this is different from your LUJ ID number).

For the **password**, type in any nonsense text; do not leave it blank.

This will take you to the error page. On this page, under the login, there is a link which says, "**I forgot my password**." Click on that link.

You will go to a page which reminds you that any existing password will no longer work. Don't worry about that, because you have no password yet.

Click on the button which says, "Send New Password."

You will get a message saying that your new password was mailed to you.

go to next page

STEP #2: GET THE PASSWORD

Log in to your LUJ Mail account. You should have receieved an email with the temporary password. *(If you did not receive the email, then it is possible that your non-LUJ email address is the one registered with the school; contact the 7F staff.)*

When you open the email, you will see the password. **Do not write it down.** The temporary password may have several odd characters which can be very difficult to type. Instead, carefully select the password (do not select the spaces on the left or right), and then copy it.
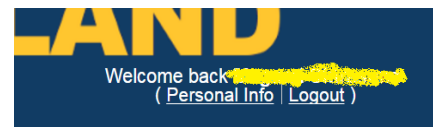
STEP #3: LOG IN

Return to the main page at my.lakeland.edu. Log in again, this time entering the temporary password using "paste."
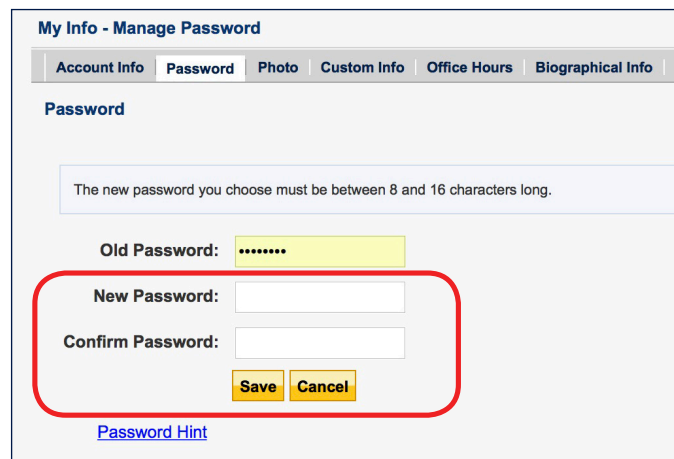

This should be successful. If it is not, then try copying and pasting the password again from the email you received.

STEP #4: CHANGE YOUR PASSWORD

Now that you are logged in, you can see a welcome message at the top right. There is also a link to **Personal Info**. Click on that link.

On the new page, in the navigation bar under "My Info," click on the button named "Password."

If the old password is not already filled in, the paste it again. Then type a new password of your choice, and click "Save." **Make sure that you write down your password**, or otherwise record it so you do not forget. If you lose it, you must repeat this whole process.

And that's it! You now have a working account at my.lakeland. You are ready to check your grades or register for classes!