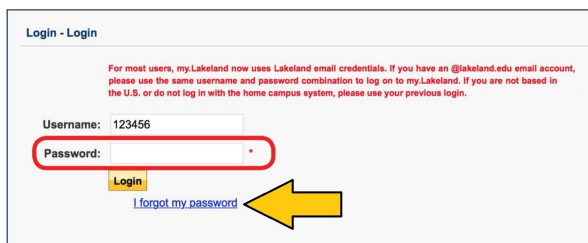# My.Lakeland
# Account Creation Instructions



> ➤ Starting this term, EAP students will be able to access their grades and student information online at my.Lakeland.
> ➤ To do this, you must first create an account at https://my.lakeland.edu/.

## Step #1: Make a temporary password
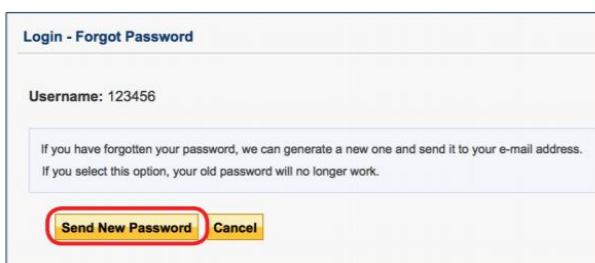
**A.**  Go to the my.Lakeland website:  https://my.lakeland.edu/

**B.**  In the top left corner, find this log-in area:



**C.**  For the **user name**, enter your 6-digit **LUW** ID number          For the **password**, type in "12345"
(*not your LUJ ID number*)

**D.**  Click "Login". This will take you to an <u>error page</u>. *(Don't worry, this is supposed to happen)*

**E.**  On this error page, under the login, click on the link that says, "**I forgot my password.**".



**F.**  Next, click on the button that says, "**Send New Password**." You will get a message saying that your new password was emailed to you.

## Step #2: Get your password

**A.** Log in to your LUJ Mail account.

**B.** You should have received an **email with the temporary password.**

> *(If you did not receive the email, it is possible that your non-LUJ email address is the one registered with the school; contact the Student Affairs staff.)*

**C.** When you open the email, you will see a password with several odd characters.

> ***\*\*Do not write it down.*** *This temporary password can be very difficult to write or type, and it is very easy to make mistakes while writing it down or typing it.*

**D.** Carefully select the password (NOT including any spaces on the left or right), and then **copy it**.


## Step #3: Log In

**A.** Return to the main page at my.lakeland.edu.

**B.** Log in again using your LUW ID; this time, **enter the temporary password from the email that you received using "paste."**
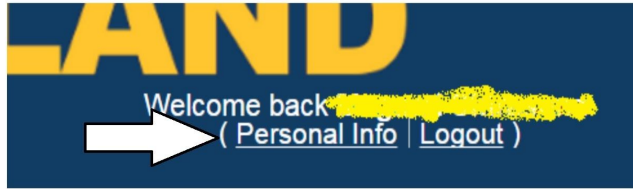


**C.** This should log you in successfully.

> *If it doesn't work, try copying and pasting the password again from the email you received.*


## Step #4: Change Your Password

**A.** After you are logged in, find the welcome message at the top right with your name. Under that, there will be a link to **Personal Info**. Click on that link.

**Welcome back** ~~████████~~ ( Personal Info | Logout )

**B.** On the next page, there will be a navigation bar. Find "**My Info**," and then click on the button named "**Password**."



**C.** Make sure that the old temporary password (the one with all the odd symbols that you received in your email) is filled in where it says "Old Password". *(If it is not already filled in, just paste it there again.)*

**D. Type in 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 it. If you lose it, you must repeat this whole process.*

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And that's it! You now have a working **my.Lakeland account**, and you are ready to check your grades.