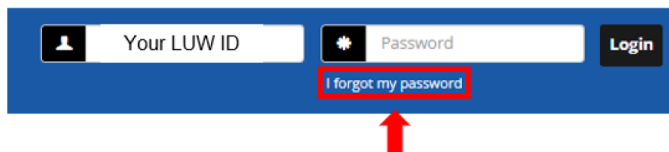# My.Lakeland
Account Creation Instructions

> ➤ Through my.Lakekand, you will be able to access your grades, advisor information, and unofficial transcript and other important resources for your academic life.
> ➤ To do this, you must first create an account at https://my.lakeland.edu/.

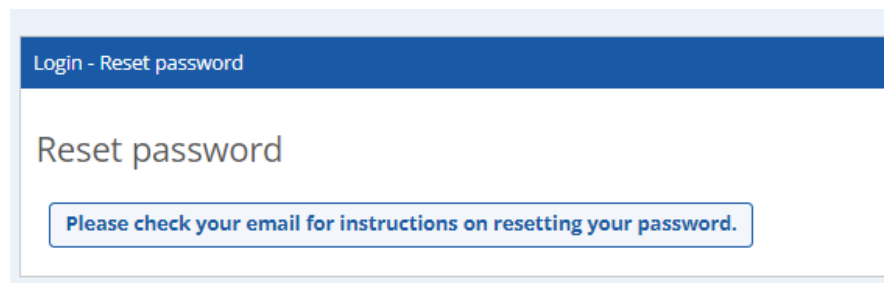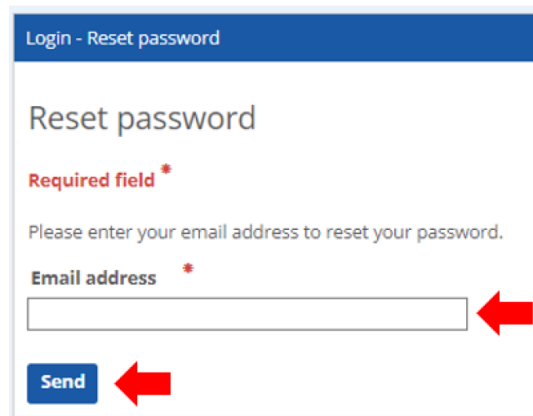## Step #1: Request Password Reset

A.   Go to the my.Lakeland website: https://my.lakeland.edu/

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

C.   For the **user name**, enter your 6-digit **LUW** ID number and click "Continue"
                              (*not your LUJ ID number*)

D.   Click "I forgot my password". This will take you to a page to reset your password.
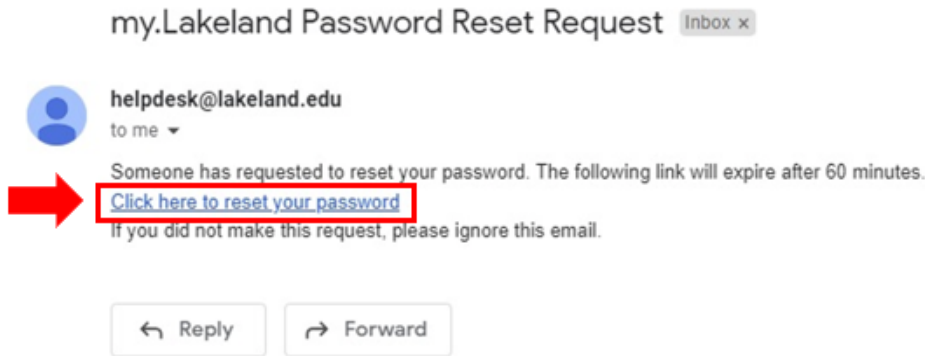

E.   On the reset page, enter your LUJ email address and click "Send". You will get a message saying that check your email for instructions on resetting your password

Step #2: Reset the Password

A. Log in to your LUJ Mail account.

B. You should have received an **email with the link to reset the 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.)*

my.Lakeland Password Reset Request Inbox ×

helpdesk@lakeland.edu
to me ▾

Someone has requested to reset your password. The following link will expire after 60 minutes.
Click here to reset your password
If you did not make this request, please ignore this email.

↩ Reply   ↪ Forward

C. Click the link open the password reset page.

D. Enter new password you choose. It needs to be between 10 and 15 characters long.

Make sure to write down your password. If you forget it, you need to repeat whole process.

Login - Reset password

Reset password

The new password you choose must be between 10 and 15 characters long.

Required field *

New password: *
☐ Show the passwords

Confirm new password: *

Reset ⬅

Step #3: Log In

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

B. Log in again using your LUW ID and click; this time, **enter the new password you just set**
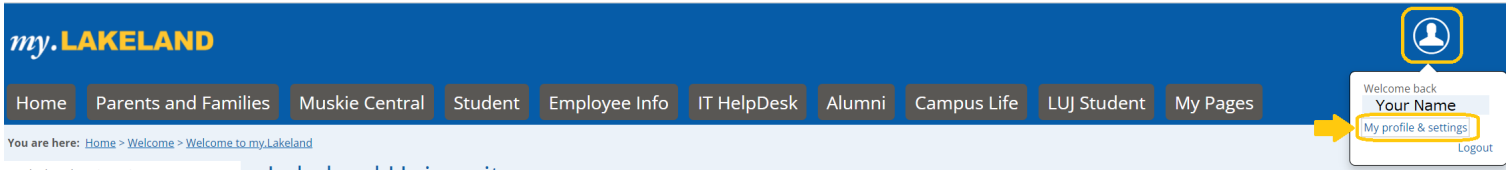

123456   •••••••••   Login
I forgot my passwo

C. This should log you in successfully.

> *If* not, check your password again or repeat this reset process again to get your password right!

If you wish to change your Password...

A. After you are logged in, click the icon at the top right and you will see your name and a link to "My Profile & setting". Click on that link.

B. On the next page, there will be a navigation bar. Go to "Password & privacy" and click the arrow ( ) besides "Change 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.

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