

Account Creation Instruction

In order to check and/or 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: Request Password Reset

First, go to the My.Lakeland web site:

my.lakeland.edu

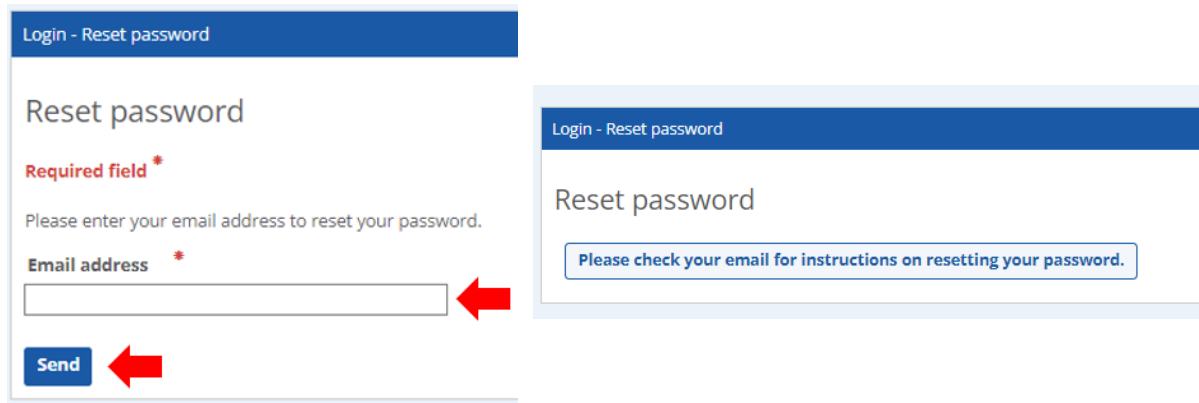
On the main page, at the top right corner, you will see a log-in area.

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

Click "Continue" and you will see a link which says, "I forgot my password". Click on that link.



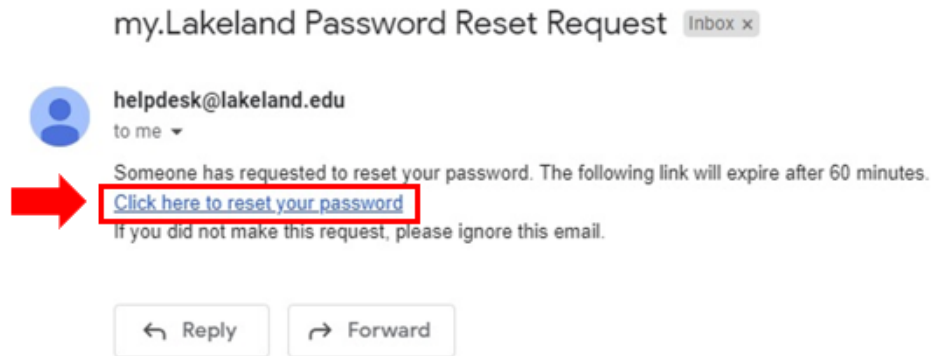
This will take you to the password reset page. On this page, enter your LUJ email address and click "Send". You will get a message saying that check your email for instructions on resetting your password.



Step #2: Reset the Password

Log in to your LUJ Mail account. You should have received an email with the link to reset the 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 Academic Affairs.)*

Open the email and click the link that says "Click here to reset your password". The link will expire after 60 minutes you requested so please do this process in prompt manner.



The link will take you to the password reset page. On this page, enter new password you choose. It needs to be between 10 and 15 characters long. Make sure that you write down your password, or otherwise record it so that you do not forget. If you lose it, you must repeat this whole process.

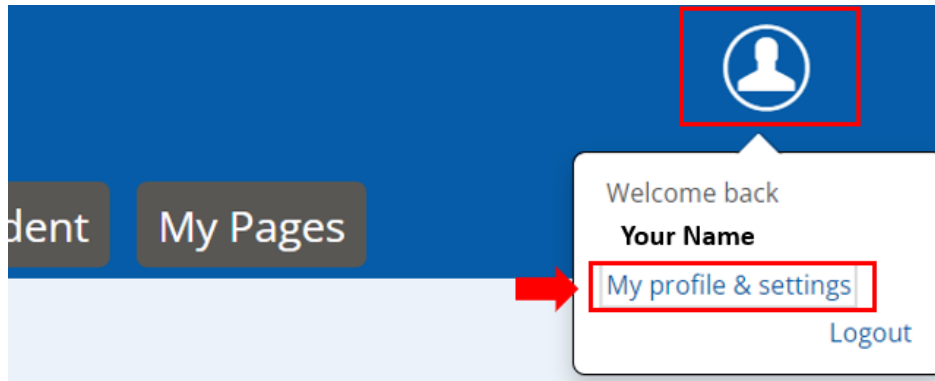
Step #3: Log In

Return to the main page at my.lakeland.edu. Log in again with new password you just set. This should be successful. If not check your password again or repeat the process to get your password right.

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

If you wish to change your Password..

Now that you are logged in, you can see an icon at the top right. Once you click the icon, there is also a link to "My profile & settings". Click on that link.



On the new page, in the navigation bar under "setting" click on the button named "Password & Privacy" and click the arrow  to change password.

If the old password is not already filled in, enter the current password. Then type a new password of your choice and click "Save"

My profile and settings

My profile and settings allows you to view and update information specific to you and your account.

- My profile
 - About me
 - Contact information
 - Academic information
 - Employment information
- Settings
 - Password & privacy**
 - My info card
 - Third-party accounts

Password & privacy

You may be able to manage your password as well as permissions for where you appear throughout the portal.

Password

Change password

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

Login:

Required field *

Old password:

New password: *

Confirm new password: *

Campus directory and site search:

Toggle visibility for users searching for you in the campus directory and site wide search here. Setting this to "hide" will not hide you in all cases, depending on the role of the user and their relationship to you.

Show

Constituent search feature

Show the following information in the constituent search feature.