

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: Generate a Temporary Password

First, go to the My Lakeland web site:

my.lakeland.edu

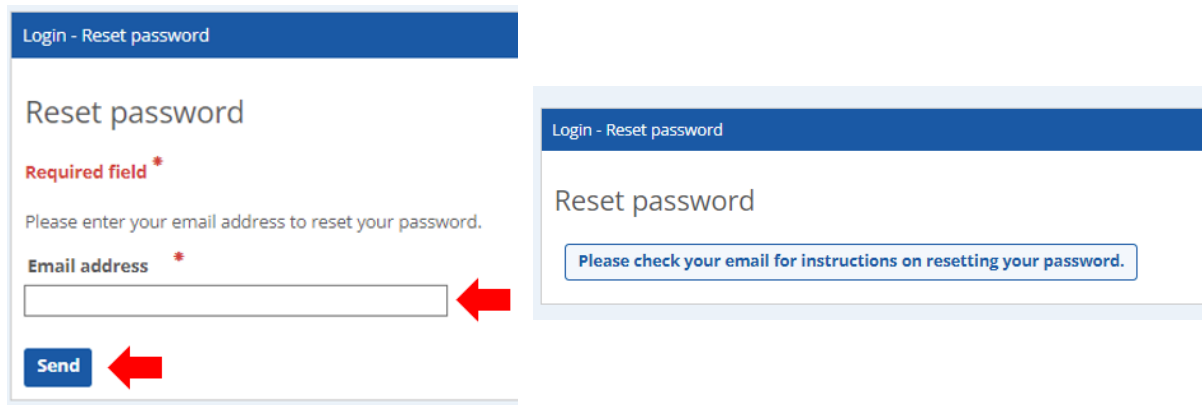
On the main page, at the top right corner, you will see a log-in area.

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.



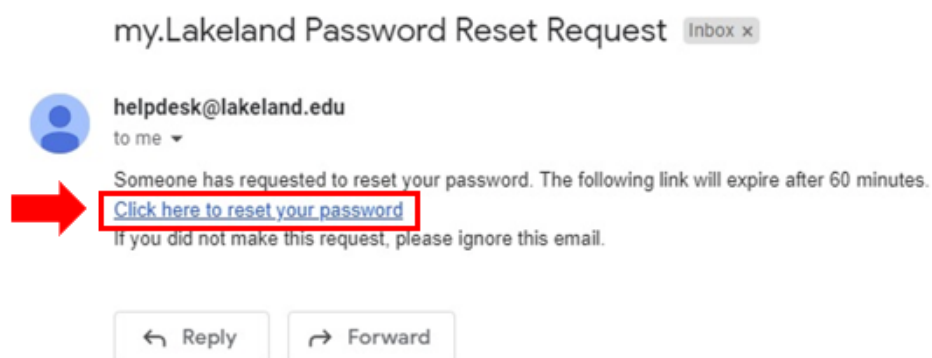
This will take you to the password reset page. On this page, enter your LUJ email address and click "Send". You will get a message saying that check your email for instructions on resetting your password.



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.)*

When you open the email, you will see the link says "Click here to reset your password". Click the link 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.

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

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.

[I forgot my password](#)

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