



Log in to myLakeland

1. Go to **my.lakelandcc.edu** or go to **lakelandcc.edu** and click on **"myLakeland."**
2. You will be prompted for username and password. When logging in the first time, you will be asked to set up four security questions that will later allow you to reset your **myLakeland** password should you ever forget it.

Username: Your username is the first part of your Lakeland student email address before the "@" symbol.
Example: jsmith12 of jsmith12@mail.lakelandcc.edu.

Password: Your default password is sent to the email address provided on your application for admission. For security purposes, the default password is a random series of characters. The first time you log in, you will be required to complete a set of security questions to help ensure the safety of your personal information. It is recommended that you also take the time to change your password to something you can more easily remember.

Multi Factor Authentication (MFA) - Your security is a top priority. With that in mind, Lakeland has implemented Multi Factor Authentication to help ensure that no one can access your account except you!

This means that when accessing myLakeland from a new device or browser, you will be asked to enter a code that is sent to your personal cellphone or personal email. When logging in, if you check the box "trust this device," you will only be asked to verify your account occasionally or if something has changed with your device, browser or security settings.

To request your username or reset your password, visit the "Login Assistance" link on the **myLakeland** login screen and follow the instructions under Password Change/Reset App. If you are still having trouble, please contact the Help Desk.

Access My Student Email

1. Log in to **myLakeland**.
2. Click on the "Student Email" icon in the icon bar.

Schedule Placement Testing*

1. Log in to **myLakeland**.
2. Click on "Schedule It" icon in the icon bar.
3. Click "Schedule Placement Test."*
4. Select "Session Type."
5. Select a date (click "Next" to see the next month).
6. Click "Reserve."

View the Catalog

Go to **catalog.lakelandcc.edu**.

View / Search Class Schedule

1. Go to lakelandcc.edu/schedule or go to myLakeland and click "Course Schedule Viewer" on the log in page.
2. Select a term.
3. Select additional criteria if desired.
4. Click on "View Results."
5. Note the CRN number(s) of the class(es) you want to take. You will need these for online registration.

Register for Classes

1. Log in to **myLakeland**.
2. Click on "Register for Classes" under myCOURSES.
3. Select a term (if not previously selected) and then click "Submit."
4. Enter CRN numbers on "Add Classes Worksheet."
5. Click "Submit Changes."

***NOTE:** Official government-issued ID (i.e., passport, driver's license, state ID) or high school ID with name and photo required at testing sessions.

****This link will not appear if:**

- 1) It is not a requirement for you.
- 2) You have a hold on your account that needs to be cleared.
- 3) You have already fulfilled the requirement.

Drop / Withdraw Classes

1. Log in to **myLakeland**.
2. Click on "Register for Classes" under myCOURSES.
3. Select a term (if not previously selected) and then click "Submit."
4. In the "Action" column, select "Online Drop" or "Web Withdraw" next to the course you want to drop / withdraw. If you accidentally remove the wrong class, select "Re-Add."
5. Click "Submit Changes."

View / Print My Class Schedule

1. Log in to **myLakeland**.
2. Click on "Personal Class Schedule" under myRECORDS.
3. Select a term (if not previously selected) and then click "Submit."
4. Choose to print the schedule.

View My Financial Aid Information

1. Log in to **myLakeland**.
2. Click on "Financial Aid" under myRECORDS.
3. Click on "My Award Information."
4. Click on "Award for Aid Year."
5. Select the current aid year and click "Submit."
6. Click on "Award Overview" tab.
7. If you have funds listed as offered, you can accept them by clicking on the "Accept Award Offer" tab.

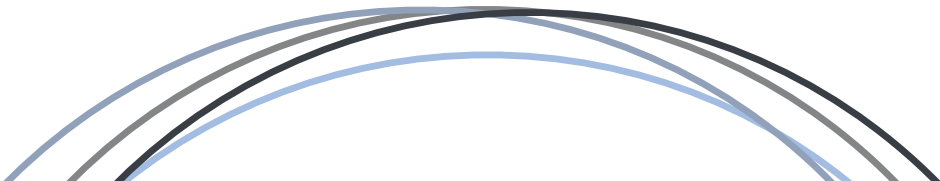
Apply for Scholarships

1. Log in to **myLakeland**.
2. Click on "Scholarship Center" under myRECORDS.

Enroll in a Payment Plan and Set Up Installments

1. Log in to **myLakeland**.
2. Click on "Billing Center" under myRECORDS.
3. Click on "I Agree" to enter the secure website.
4. Click on "Payment Plans" tab and then click on "Enroll Now."
5. Select the proper semester or term and click on "Select."
6. Follow the screen instructions and prompts such as the "continue" button to enroll in the payment plan. DO NOT enter an amount for the \$25.00 processing fee in the field for down payment; the fee will process AUTOMATICALLY once you have set up a payment method.

NOTE: Choosing "Yes, I want to set up payments" is your AUTHORIZATION to process payments AUTOMATICALLY on the due date using the payment method you set up. You will receive a reminder email.

7. As soon as you read the Tuition Loan Payment Plan Promissory Note and click on "I Agree," the \$25.00 processing fee payment WILL AUTOMATICALLY process.
 8. Print a copy of your payment plan agreement and payment receipt for your records.
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Make a Payment / View My Student Account / Enroll in eRefunds

1. Log in to **myLakeland**.
2. Under "myRECORDS," click on "Billing Center."
3. Click "I Agree" to enter the secure Billing Center website.
4. On the Billing Center home page:
 - To pay your bill, click "Make a Payment"
 - To set up installments, click "Payment Plans" tab then click "Enroll Now."
 - To view your account, click "View Account Activity."
 - To enroll in eRefunds, click on the "Refund" tab and follow the instructions provided for entering your bank information and using a bank account for refunds.

NOTE: In order to set up a direct deposit, you must first have an active bank account.

View My Grades

1. Log in to **myLakeland**.
2. Under "myRECORDS," click on "Grades."
3. Select a term.
4. Click "Submit."

NOTE: Only official end of term final grades are available. For questions or concerns about grades, contact Lakeland's Registrar's Office at 440.525.7101.

Degree Tracking Center

1. Log in to **myLakeland**.
3. Click on the "Degree Tracker" icon in the icon bar.

View My Unofficial Transcript

1. Log in to **myLakeland**.
2. Under "myLakeland Student Services," select "Student Records."
3. Click on "View Web Transcript (Unofficial)."
4. Click "Submit."

NOTE: Students may also order an official transcript through "Request Official Transcript" from "myRECORDS" on the myLakeland "Student" tab. There is a small cost associated with ordering an official transcript.

Complete Graduation Application

1. Log in to **myLakeland**.
2. Under "myRECORDS," click on the "Graduation Application."

NOTE: To learn more about graduation requirements and Lakeland's Commencement Program, visit lakelandcc.edu/web/about/graduation.

Enrollment Verification

1. Log in to **myLakeland**.
2. Under "myRECORDS," click on "Enrollment Verification."

NOTE: Current enrollment verification will not be available until three weeks after the start of the semester in which you are enrolled; however, past enrollment will be available at all times.



Lakeland Help Desk

Room C-2060 | 440.525.7570
lcchelpdesk@lakelandcc.edu

Fall and Spring Hours

Monday - Thursday 8 a.m. - 8 p.m.
Friday 8 a.m. - 5 p.m.
Saturday 8 a.m. - 4 p.m.
Closed Sunday

Summer Hours

Monday - Thursday 7:30 a.m. - 8 p.m.
Friday 7:30 a.m. - noon
Closed Saturday and Sunday

myLakeland ID number:

myLakeland email address:

_____@mail.lakelandcc.edu

Welcome to myLakeland



myLakeland Offers You Instant Access!

- Access your student email.
- View/search the class schedule.
- View your student record.
- Register for classes online.
- Add or drop classes online.
- View your financial aid information.
- Make a payment.
- View your grades.
- Track your degree progress.
- Apply for graduation.

Log in to your **myLakeland** account frequently for important emails and announcements.

Lakeland
COMMUNITY COLLEGE
my.lakelandcc.edu