



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.

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 the "Student" tab.
3. In the left-hand column under Quick Tools, click on the student email icon.

Schedule Placement Testing*

1. Log in to **myLakeland**.
2. Click the "Student" tab.
3. In the left-hand column under Quick Tools, click on the Schedule It icon.
4. Click "Schedule Placement Test."***
5. Select a date (click "Next" to see the next month).
6. Click "Reserve."

Schedule New Student Orientation Session*

1. Log in to **myLakeland**.
2. Click the "Student" tab.
3. In the left-hand column under Quick Tools, click on the Schedule It icon.
4. Click "Schedule New Student Orientation Session."***
5. Select a date (click "Next" to see the next month).

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 the "Student" tab.
3. In the left-hand column under "myREGISTRATION," click "Register for Classes."
4. Select a term (if not previously selected) and then click "Submit."
5. Click "Submit."
6. Enter CRN numbers on "Add Classes Worksheet."
7. 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 or New Student Orientation.

****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 the "Student" tab.
3. In the left-hand column under "myREGISTRATION," click "Register for Classes."
4. Select a term (if not previously selected) and then click "Submit."
5. 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."
6. Click "Submit Changes."

View / Print My Class Schedule

1. Log in to **myLakeland**.
2. Click the "Student" tab.
3. In the left-hand column under "myRECORDS," click on "Personal Class Schedule."
4. Select a term (if not previously selected) and then click "Submit."
5. Choose to print the schedule.

View My Financial Aid Information

1. Log in to **myLakeland**.
2. Click the "Student" tab.
3. In the left-hand column under "myRECORDS," click on "Financial Aid."

Apply for Scholarships

1. Log in to **myLakeland**.
2. Click the "Student" tab.
3. In the left-hand column under "myRECORDS," click on "Scholarship Center" and follow the prompts.

Enroll in a Payment Plan and Set Up Installments

1. You must first be registered for classes. Then log into **myLakeland**.
2. Click the "Student" tab.
3. In the left-hand column under "myRECORDS," click on "Billing Center."
4. Click on "I Agree" to enter the secure website.
5. Click on "Payment Plans" tab and then click on "Enroll Now."
6. Select the proper semester or term and click on "Select."
7. 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.

8. 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.
9. Print a copy of your payment plan agreement and payment receipt for your records.

Make a Payment / View My Student Account /Enroll in eRefunds

1. Log in to **myLakeland**.
2. Click the "Student" tab.
3. In the left-hand column under "myRECORDS," click on "Billing Center."
4. Click "I Agree" to enter the secure Billing Center website.
5. 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 "eRefund" 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. Click the "Student" tab.
3. In the left-hand column under "myRECORDS," click on "Grades."
4. Select a term.
5. Click "Submit."

NOTE: Only official end of term final grades are available.

Degree Tracking Center

1. Log in to **myLakeland**.
2. Click the "Student" tab.
3. In the left-hand column under "Quick Tools," click on the "Degree Tracker" icon.

View My Transcript

1. Log in to **myLakeland**.
2. Click the "Student" tab.
3. In the left-hand column under "myRECORDS," click on "Request Official Transcript."
4. Click on "Academic Transcript."
5. Click "View Web Transcript (Unofficial)."
6. Select "Web Transcript (Credit)" from the Transcript Type drop down menu. (You will also have the option to choose noncredit classes.)

Complete Graduation Application

1. Log in to **myLakeland**.
2. Click on "Student" tab.
3. In the left column under "myRECORDS," click on the "Graduation Application."

Enrollment Verification

1. Log in to **myLakeland**.
2. Click the "Student" tab.
3. 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

SC 4/19

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.
- Access student meeting center.
- Apply for graduation.

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

Lakeland
COMMUNITY COLLEGE
my.lakelandcc.edu