

## **MyLaVerne – Online Access to Grades, Transcripts and More**

*MyLaVerne* is the University of La Verne online program through which you can check your student records, including registrations and grades, print an unofficial transcript, request an official transcript, and update your personal information (address, e-mail address, phone number, etc.). Here's how to do it . . .

### **IF YOU CANNOT LOG INTO *MyLaVerne* call: 1-800-695-4858**

#### **LOGGING IN TO *MyLaVerne***

##### **Launch Browser**

Connect to the Internet and launch your web browser. For *Windows Users*, Internet Explorer v. 5.1 or higher is preferred for navigating *MyLaVerne*. For *Mac Users*, Netscape, Mozilla and Safari are the preferred browsers. Do not use the “Back” arrow to navigate the system.

##### **Go to La Verne Website**

Once your browser is open, go to the La Verne website at [www.laverne.edu](http://www.laverne.edu) and click on the *MyLaVerne* tab at the top of the home page. Once you have accessed the *MyLaVerne* site, click on the “**Enter Secure Area**” link.

##### **Enter User ID and PIN**

In the User ID field, enter your **eight-digit ULV identification number**. If you have previously logged into *MyLaVerne*, use the PIN number you created.

If you are a new *MyLaVerne* user, your PIN is set to your **six-digit birthday** (MMDDYY). If your birth date does not work, use the last six digits of your ULV identification number. If you still cannot enter, please call the Distance Learning Center at the Office of Regional Campuses (800-695-4858, Extension 5303) for assistance.

##### **Account Set-Up**

The first time you enter the “Secure Area”, you will be told your PIN has expired. This simply means that you may use your birth date only *once* as your PIN. (This is for your protection.) You will be asked to create a new six-digit PIN (password). It can be alpha or numeric, whichever is easier for you to remember, and it IS case sensitive. You also will be asked to set up a Security Question to reset your PIN automatically in the future if you forget your password. (Example: if I choose my sister’s name – Yvette – as my password, my security question would be “What is my sister’s name?”) **In addition, the first time you enter the “Secure Area”, you will be asked to read and accept the “Terms of Usage” before continuing in the website. If you neglect to accept these terms, you will not be able to successfully log into the website.**

##### **To View Grades, Print an Unofficial Transcript, and/or Request an Official Transcript**

Enter the “Secure Area”, click on *Student Services and Financial Aid*. Select *Student Records*. Within the *Student Records* area, select *Academic Transcripts* to view the unofficial transcript. Select *Order Official Transcript(s)* in order to request an official transcript. Remember: view your grade(s) prior to submitting your request in order to ensure that all of your courses appear on your transcript accurately. **Note:** under the section *Transcript Request Address*, make sure that you only enter in one of the options: College Code (If sending your transcript to another university), One of Your Addresses, or Issue to (Attention to person or institution). You DO NOT need to fill in all three.

##### **To Correct or Update Personal Information**

Enter the “Secure Area” click on *Personal Information*, and then update the data as desired.