

MyLaVerne Portal – Access grades and request transcripts.

The MyLaVerne Portal is the University of La Verne's online portal that you will use to check your student records, print an unofficial transcript, request an official transcript, and update your personal information.

**IF YOU CANNOT LOG INTO YOUR MyLaVerne Portal, call
909-448-4130 or 909-448-4536**

How to access the MyLaVerne Portal.

1. Visit <https://pdc.laverne.edu>, and click **Login** from the top-right corner of our website.
2. Click the red Login button within the section **MyLaVerne Access grades and request transcripts**.
3. On the MyLaVerne Portal Login page, click **First Time Users**, then complete section **2B** to receive a temporary password to your personal email account.
4. Your username is the first part of your La Verne email address. This will be entered as **firstname.lastname**, and you will manually type the emailed password into the password box.

If you receive the error Login Failed, please contact our Student Help Desk at 909-448-4130 and select Option 2. You may also call 909-448-4536 to reach one of the Student Help Desk supervisors. Their office hours are Monday thru Friday, 8:00 am until 5:00 pm PST.

How to Navigate the MyLaVerne Portal.

1. Click on **MyLaVerne** within the black **Quicklinks** section.
2. Next, click on **Student Services & Financial Aid**.
3. Click on **Student Profile**.
4. In the black menu area on the left, click **Academic Transcript**. In the **Transcript Level** box, select **All Levels**, and in the **Transcript Type** box, select **Unofficial Transcript**.
5. Once you have confirmed that your completed course grades have been posted to your Unofficial Transcript, click **University of La Verne** at the top of the page.
6. Select **Order Official Transcript(s)**. This page will provide step-by-step instructions to complete the transcript order form.

Please note that requesting an official transcript through the MyLaVerne Portal is the fastest way to receive your transcript. Always make sure you can view your grade on your unofficial transcript before placing your transcript order.

How to Correct or Update Your Personal Information.

Once logged into your MyLaVerne Portal account, click on **MyLaVerne** within the black **Quicklinks** section. Next, click on **Personal Information**. You may use this page to update your email address, mailing address, or other personal information.