

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 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: 909-448-4130

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*, Google Chrome, Mozilla, and Safari are the preferred browsers. Do not use the “Back” arrow to navigate the system.

Go to Professional Development Courses Website

Once your browser is open, go to the Professional Development Courses (PDC) website at pdc.laverne.edu and click **Login** at the top of the page. Next, click **Login** within the box titled *MyLaVerne*. Next you will be creating your MyLaVerne PIN. Please note that the PIN for MyLaVerne will be different than the PIN you created for My Courses.

Enter User ID and PIN

In the User ID field, enter your eight-digit Student ID Number. **If you are new to MyLaVerne, your PIN will be your six-digit birthday (MMDDYY). Remember, your password for your online course is NOT the same for My La Verne.** If you have previously logged into MyLaVerne, use the PIN number you created.

If you still cannot enter, please call the Student Help Desk for assistance. 909-448-4130.

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 must be numeric. You also will be asked to set up a Security Question to reset your access automatically in the future if you forget your PIN. **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 *View Unofficial Transcript* to view your posted grades. 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. If you request your transcript online, you may view the *Status of your Transcript Request* through MyLaVerne.

To Correct or Update Personal Information

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