

## **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:**  
Barbara Colley (909) 448-4944

### **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 *First Time Users and Professional Development Students*, and then the “**Enter Secure Area**” link.

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

In the User ID field, enter your **eight-digit La Verne 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).

#### **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. (Example: If I choose my sister’s birth date – 012386 – as my password, my security question could be “What is my sister’s birth date?”) **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.