

Student Guide to My Lakeland

Sally's Student Center

Message Center
Welcome to the Self-Service Student Center!

Academics

Enrollment
[My Class Schedule](#)

Academic History
[Grades](#)

other academic... >>

Deadlines URL Gradebook

This Week's Schedule

Class	Schedule
EC 211-LA1 LEC (1180)	M 12:30PM - 1:30PM LMAIN 1031A Classroom W 10:30AM - 12:30PM LMAIN 1031A Classroom

weekly schedule >

SEARCH FOR CLASSES

Holds
No Holds.

Student Resources
[Lakeland Homepage](#)
[Coming Events](#)
[Calendar](#)

Student Tools
[Library](#)

Student Finances Info
[Fees](#)
[Awards and Scholarships](#)

Finances

My Account
[Account Inquiry](#)

other financial... >>

Please select the Account Inquiry link to update your tuition and fees.

Personal Information

Demographic Data
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

other personal... >>

Contact Information

Mailing Address	Home Address
555 Home Ave Local Town AB T1T 1T1	1234 Imaginary St Somewhere AB T1T 1T1

Phone Number: None
Email Address: None

Admissions

[Request Information](#)
[Apply for Admission](#)

My Applications

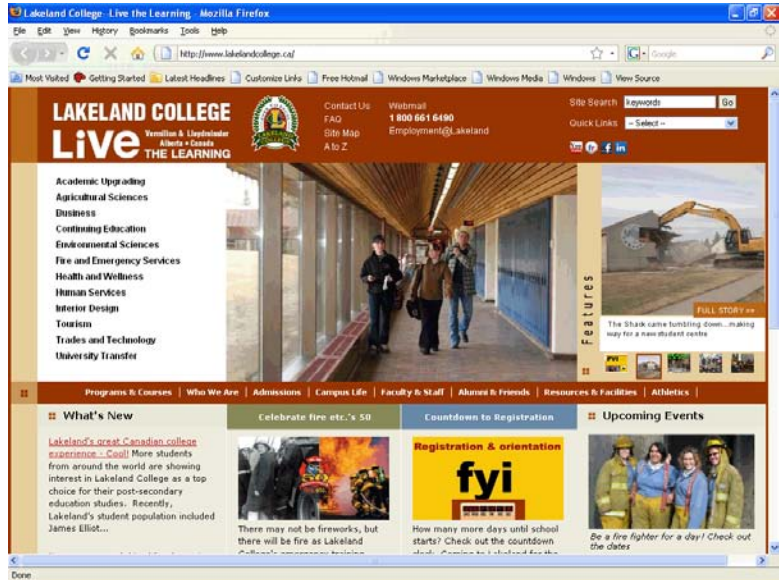
Main	Animal Science Technolog y	2007 Fall	Admit
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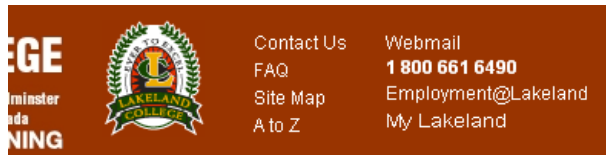
Sign In

Use your web browser to go to the Lakeland College home page.

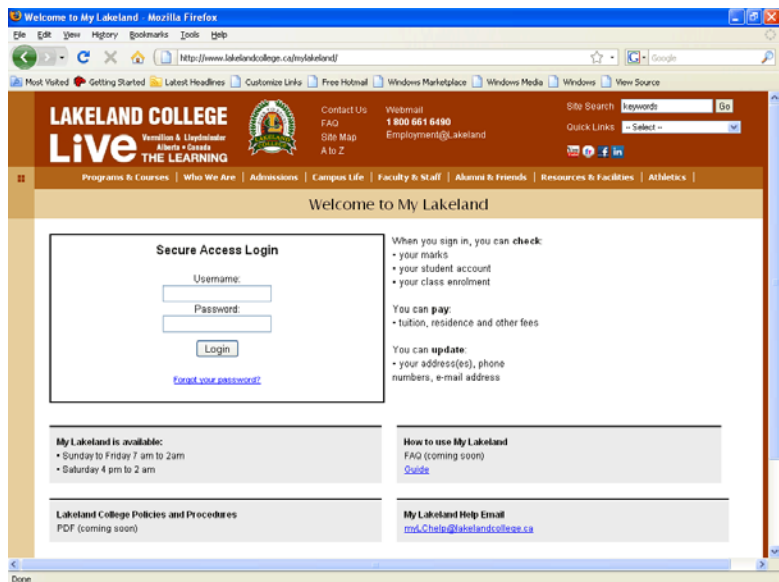
www.lakelandcollege.ca



Select the link to My Lakeland from the header.



Enter your Student ID and Password.



If you don't remember your password, click on the **Forgot Password** link.

Click **Login** to access My Lakeland

Login

If this is your first time signing in, set up a **password hint** in case you forget your password.

Hint: You can add the Student Center page to your bookmarks or favorites. When you log in, you will be transferred directly to the Student Center.

Password Hint

If this is your first time signing in, set up a hint in case you forget your password.

[My System Profile](#)

Click on **My System Profile**.

Select **Change or set up forgotten password help**.

Password

[Change password](#)

[Change or set up forgotten password help](#)

Select from the list of questions.

Question:

Provide an answer.

Response:

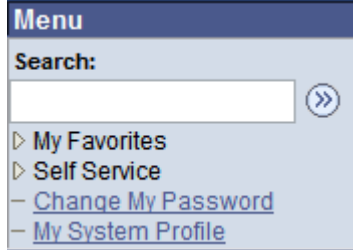
Somewhere Rd

Click **OK**.

OK

Change your Password

Click on the [Change My Password](#) link on the left-hand side of the screen



Enter your current password in the ***Current Password** field.

Change Password

User ID: 1234567890

Description: Sally Student

*Current Password:

Enter your new password in both the ***New** and ***Confirm Password** fields.

Change Password

User ID: 1234567890

Description: Sally Student

*Current Password:

*New Password:

*Confirm Password:



Passwords must have:

- At least 8 characters
- One special character (such as [!@#\\$\\$%^&*\(<>?/!..\)](#))
- One Digit

Click **Change Password** to save your changes.

You will receive a confirmation message if your password change is successful.

Password Saved

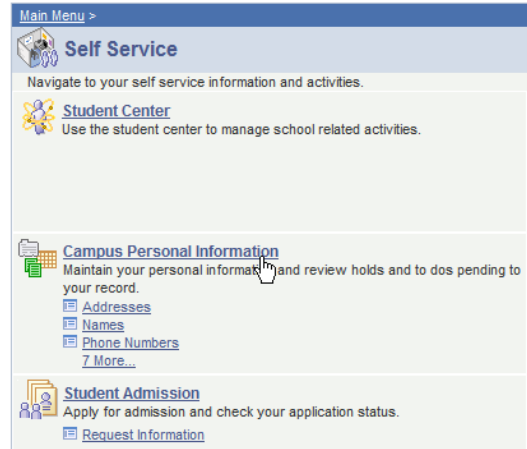
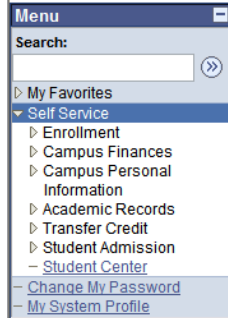


Your password has successfully been changed.

Personal Information

Keep your personal information up to date using the **Campus Personal Information** menu.

Click on **Self Service** then **Campus Personal Information**.



This menu gives you access to view or change your personal information such as

- Names**
- Addresses**
- Phone numbers**
- Email**
- Emergency Contacts**
- Licenses and Certificates**
- Honors and Awards**
- Holds**



Addresses

From the Campus Personal Information Menu, select **Addresses**.

LAKELAND COLLEGE

Menu

Search:

- My Favorites
- Self Service
 - Enrollment
 - Campus Finances
 - Campus Personal Information**
 - Addresses**
 - Names
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - Demographic Information
 - User Preferences
 - Licenses and Certificates
 - Honors and Awards
 - Hold
- Academic Records

Main Menu > Self Service >

Campus Personal Information

Maintain your personal information and review holds and to dos pending to your re

- Addresses**
View and update your addresses.
- Email Addresses**
Email Addresses.
- User Preferences**
Enter default values for academic value and other elements required often by the system.
- Hold**
View holds placed on your record for specific services. See how to resolve them.

The addresses page displays all the addresses on your record.

Depending on the type of address, you can add, update, or delete this information.

Addresses

View, add, change or delete an address.

Address Type	Address		
Permanent	5678 Example St Somewhere AB T1T 1T1	edit	
Business	12345 Business Rd Local Town AB T1T 1T1	edit	delete
Local	555 Home Ave Local Town AB T1T 1T1	edit	

[ADD A NEW ADDRESS](#)

To change an address, select the **edit** button on the same row as the Address that you want to change.

Address Type	Address	
Permanent	5678 Example St Somewhere AB T1T 1T1	edit
Business	12345 Business Rd	edit

Make the required changes to the address

Edit Address

Country: Canada [Change Country](#)

Address 1:

Address 2:

Address 3:

Address 4:

City: Province: Postal:

[OK](#) [Cancel](#)

Select the **OK** button.

[OK](#)

Select any address types that you want to overwrite with the new information.

- The type you are working with will default to selected.
- Asterisks indicate address types that already have associated addresses.

Address Types	
<input checked="" type="checkbox"/>	Permanent
<input type="checkbox"/>	Business *
<input type="checkbox"/>	Local *
<input type="checkbox"/>	Work


Select the **Save** button to save your changes.



You will receive a message confirming that your address change was successfully completed.

Change Address

Save Confirmation

 The Save was successful.



Holds

The holds section is displayed on the left side of the Student Center.

Gradebook

[SEARCH FOR CLASSES](#)

Holds

All Services Hold	200.000
All Services Hold	25.000

Currency used is Canadian Dollar.

[details ▶](#)

Student Resources

- [Lakeland Homepage](#)
- [Coming Events](#)
- [Calendar](#)

Student Tools

Click on the **details** link to get more information on each hold.

[details ▶](#)

A list of all your holds is displayed and shows the department that placed the hold on your record.

Item List	Hold Item	Amount	Institution	Term	Department	
	All Services Hold	25.000	CAD	Main	Begin Term - Srvc Indicatr Use	Registrar
	All Services Hold	200.000	CAD	Main	Begin Term - Srvc Indicatr Use	Director, Finance

Click on the individual hold items for more information.

Hold Item

[All Services Hold](#)

See the **Instructions** section for details about how to clear the hold.

All Services Hold

Reason and Contact

Description: Main

Term: Begin Term - Srvc Indicatr Use

Reason: Library

Amount: 25.000 CAD

Department: Registrar

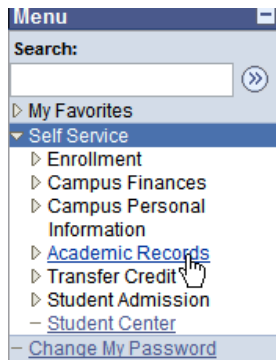
Contact:

Instructions

Please pay library fines to the library.

Unofficial Transcripts

Click on **Self Service** then **Academic Records**.



Select **View Unofficial Transcript**.



Under **Report Type**, select the correct Transcript from the dropdown list.

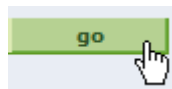
View Unofficial Transcript

Choose an institution and report type and press go to view your report.

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

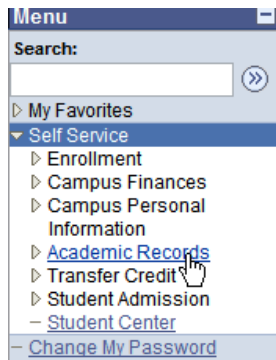
A screenshot of a web form titled 'View Unofficial Transcript'. It contains two dropdown menus. The first is labeled 'Academic Institution' and has 'Main' selected. The second is labeled 'Report Type' and has a dropdown menu open showing three options: 'Fire-etc Unofficial Transcript', 'Lakeland & Fire Unofficial Tr', and 'Leisure Career Transcript'. A mouse cursor is pointing at the second option. To the right of the dropdowns is a green 'go' button.

Click **go**.

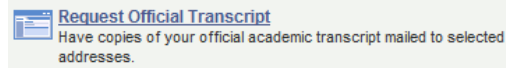


Request Official Transcripts

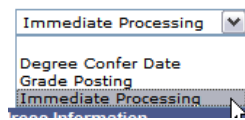
Click on **Self Service** then **Academic Records**.



Select **Request Official Transcript**.



Under **Select Option**, specify when you want the transcript sent.



Under **Quantity**, specify how many copies are required.

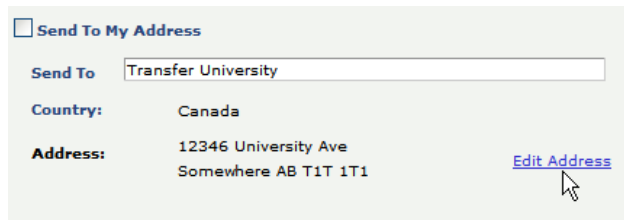


Choose your sending option.

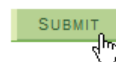
- Check **Send to My Address** and select from the **Address Type** dropdown list to have your transcript sent to your home or permanent address.



- Type in the name of the institution in the **Send To** textbox
- Use the **Edit Address** link to add the Institution's address.

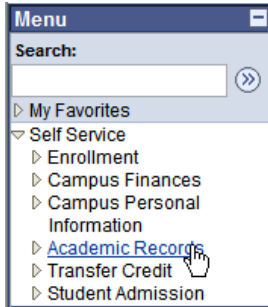


Verify that your information is correct and click **Submit**.

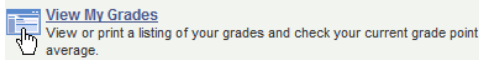


View Grades

Click on **Self Service** then **Academic Records**.



Select **View My Grades**.



You will see your information for the most current semester.

View My Grades

Select Term

My Grade Report > 2006 Winter > Fire Protection Programs > Main

Course	Class Name	Official Grade	Units
OFF 1-LFS	Leadership for Fire Service	85	2.00

Courses Attempted 1

GPA, Grade Points, and Unit Totals	Current	Cumulative
Units In Progress - GPA	0.000	0.000
Units Taken Toward GPA	0.000	0.000
Units Taken Not Toward GPA	2.000	14.700
Units Passed Toward GPA	0.000	0.000
Grade Points	0.000	0.000
Current GPA	0.000	0.000

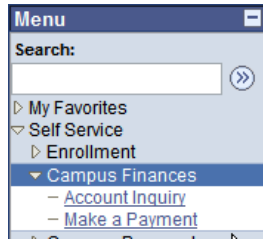
You can select different terms to view past grades.

Use the **Select Term** drop down to choose a different term then click on the yellow **change** button.

Select Term

Make a Payment

Click on **Self Service** then **Campus Finances**.



1 Payment Amount

Enter the amount you wish to pay.

You can view details of the charges by clicking on **My Charges**.



Make a Payment

1. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Refer to your admissions letter for information regarding your deposit.

What I Owe			
Description	Term	Outstanding Charges	Payment Amount
LC Tuition Deposit Vermilion due on 01/15/2009 - Animal Health Technology	2009 Fall	86.59	<input type="text" value="10.00"/>
LC Tuition Deposit Vermilion due on 01/21/2007 - Animal Health Technology	2007 Fall	165.78	<input type="text"/>
Total		252.37	



Currency used is Canadian Dollar.



My Charges

[Summary](#) [Activity](#) [Charges Due](#) [Payments](#)

[Make a Payment](#)

Click on the **Next** button. (This will take you to the Moneris Payment Page. Moneris is credit card payment processing company that handles payments for numerous organizations and institutions within Canada.)



Moneris Payment Page

Enter your name (as is appears on your credit card) and the credit card number and expiry date. You do not need to choose the card type; it will recognize it by the credit number that you enter.

Verify that all payment information is correct.

This is your last opportunity to change information before completing your credit card transaction.

Please complete all fields marked by an asterisk (*) and click Process Transaction.

Item Details

Description	Product Code	Quantity	Price
LC Tuition Deposit Vermilion due on 01/15/2009 - Animal Health Technology	2009 Fall	1	\$10.00
			Total (CAD): \$10.00

Payment Details

Transaction Amount: \$10.00 (CAD)



Order ID: mhp3489808758-r02

Please complete the following details exactly as they appear on your credit card.

Do not put spaces or hyphens in the credit card number.

*Cardholder Name: Sally Student

*Credit Card Number:

*Expiry Date: 02 / 2009

Click 'Process Transaction' to charge your credit card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

Click the **Process Transaction** button to process the payment.

(If you wish to cancel payment or return to the **Payment Amount** page, click on the **Cancel Transaction**).

Process Transaction

Payment Result

Carefully review all messages.

Save the **Reference Number** and the **Transaction Number** for your records or you can print the page.

summary

activity

charges due

payments

make a payment

Make a Payment



3. Payment Result

Your payment has been accepted. Save the information below for your reference.

Confirmation Details

Lakeland Ref Nbr	000000050395	Payment Amount	10.00
Credit Card Number	4242***4242	Transaction Date/Time	2009-02-17-14.16.56.
Card Type	V	Transaction Type	Settlement
Resp Cd-Message	027=APPROVED	Transaction Nbr	mhp3489808758-r02
		Authorization Code	736568
Currency used is Canadian Dollar.		Lakeland College	www.lakelandcollege.ca

VIEW CONFIRMED PAYMENT

MAKE ANOTHER PAYMENT

Summary Activity Charges Due Payments

Make a Payment

go to ...