It’s vital to know how to get in touch with your professor, especially for online classes. This guide will show you three ways to find your instructors’ contact information. If classes have begun and you do not know how to start the course, it is VITAL to contact your professor as soon as possible!

You can also check Blackboard and your student email for an announcement from your professor about how to access each of your classes.

Table of Contents

1. Reach out to Professors through My LaGuardia – Page 2
2. Locate your Professor’s Contact Info on your Syllabus – Page 5
3. Using the LaGuardia Directory – Page 6
1. **Reach out to Professors through My LaGuardia**

Login to My LaGuardia using your LaGuardia login information:

- **Username**: Firstname.Lastname
- **Password**: your EMPL ID plus the last two digits of birth year (e.g. for year 2012, use 12)

Then, click Login.
Scroll down to Advising and click on SEND A MESSAGE TO MY PROFESSOR. (You will be able to see the name of the course for which you are sending a message.)
Fill out the form (shown below) with your name, email, subject and question. Then, click Send Email.
2. Locate your Professor’s Contact Info on your Syllabus

Check your syllabus, which may have been emailed to you or available in Blackboard. The syllabus will include information such as your professor’s email address and office hours.
3. **Using the LaGuardia Directory**

Go to the LaGuardia website at [laguardia.edu](http://laguardia.edu), and click on **DIRECTORY** in the top right.

Find a person you wish to contact or locate by typing in their first and last name. Then, click on **Search**.
An example of results is shown here:

Now you have your professor’s email address. Send them an email from your student account, and provide your name and the course you’re enrolled in.