My LaGuardia Student Guide

My LaGuardia is an online tool for students. My LaGuardia is a secured site that provides single-sign-on access to LaGuardia applications, including student email, Blackboard, Ask an Advisor, DegreeWorks, ePortfolio, Career Connect, and more! It also offers a variety of customized information and resources to help you track your academic progress and get the most out of your college experience at LaGuardia. My LaGuardia can be accessed from the college website or you can visit the My LaGuardia login page.

The following guide will show you the steps of logging on to My LaGuardia and how to navigate certain tools.

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1. Accessing MyLaGuardia

Step 1: Visit www.laguardia.edu to log into My LaGuardia. Select the My LaGuardia tab, which is located on the top right corner of the page, to access the Students portal.

Step 2: Select Students on the drop-down menu of My LaGuardia to be directed to the My LaGuardia sign-in page.

Step 3: Type in your username and password. Your username is usually your firstname.lastname (e.g. Jane.Smith). Your password is your eight-digit CUNYfirst ID and the last two digits of your birth year. Tip: Use the Email Lookup feature to find and verify your user name (see next page)
Provide the requested information to look up your email username. It may take two days after registering for courses before your email account is ready.

If you are a new student, please note that after you have registered for courses, My LaGuardia access will not be ready until you are closer to the start of the semester. You can still access the important applications shown below, including your student email, using your LaGuardia Live email credentials that you looked up or your CUNYfirst login credentials. (Remember: These are two different usernames and passwords!)
Once you have your email username and password and it’s one week before classes begin, you should be able to access MyLaGuardia. If for some reason you’re still having problems, use this link – [www.laguardia.edu/home/Student-Help](http://www.laguardia.edu/home/Student-Help) – to request help.
2. Alert Messages

My LaGuardia provides Alert Messages, which are important updates from the College and campus offices. Be sure to actively check these alerts.

![Alert Messages]

3. Contacting your Advisor

You will also have the opportunity to make an appointment with your advisor or ask your advising team for help by visiting the Advising section.
By selecting on Make Appointment, you will be directed to the Student Appointment Scheduler. You will be able to select an appointment slot that works best for you based on your advisor’s availability.

Be sure to regularly speak with your advisor regarding your academic progress.

4. Contacting your Professors

Visit the “Raise Your Hand” section to find more information regarding what classes you are currently taking. By selecting Send A Message To My Professor, you will have the opportunity to send a message directly to your professor through My LaGuardia.
A message box will appear on the right side of your screen. Please include a subject of the message and a question that you would like to send to your professor. Once completed, select Send Email on the bottom left of the message box.
5. Financial Aid Information

If you need more information regarding Student Financial Services, you will have the opportunity to join a session by chatting virtually with the team.

There are also hyperlinks to help you with applying for financial aid, enrolling in a tuition payment plan, finding out your financial aid status and applying for a LaGuardia Foundation Scholarship.

Also, you can find out how much Federal financial aid you have used and how much you have left.
6. Campus Calendar

Please take the time to view the Campus Calendars. Take advantage of events that are happening virtually! There are several workshops to support you academically, professionally and even personally.

**Campus Calendars**

**Transfer Application Workshop**

**When:** Friday, January 29, 2021 9:00 AM - 12:00 PM  
**Where:** Online (Zoom)

Join us for Transfer Application Workshop. Sign up to receive virtual assistance with your application! Workshops are held from: 01/05/21 – 02/26/21. We encourage you to attend if you have questions about transfer applications, or need need application assistance. A zoom link is sent to registrants 24 hours prior to each session.

Register for this event.

For more information, contact transfer@lagcc.cuny.edu.

7. Academic Profile, Degree Maps, and Student Success Plan

You also have access to your Academic Profile. Here, you will see the number of credits that you have earned at LaGuardia as well as your GPA and your major.

If you need more information, there are several links to help you with your classes, Degree Maps and the Student Success Plan that was created by your advisor.

**Academic Profile**

**Credit and GPA Information**

Total credits earned: **27**  
Cumulative GPA: **3.555**  
**Major:** Liberal Arts: Soc Sci and Hum

View my info and classes

- Degree Maps by Major
- Student Success Plan
8. e-Tools
Take advantage of your e-Tools section, which offers access to CUNYfirst, Zoom, Blackboard, DegreeWorks, your student email, ePortfolio, the Library and LAGCC Career Connect.

- **CUNYfirst** – Access your Student Center in CUNYfirst to register for courses, view your schedule, view financial aid information and more.
- **Zoom** – Access your CUNY Zoom account to attend online meetings and to create your own meetings with other students for study groups!
- **Blackboard** – Many professors (though not all) will conduct their courses using Blackboard. Log in to view announcements, assignments, discussions and more.
- **Degree Works** – See the requirements for your major, including what courses you need to take, as well as your progress towards graduation.
- **Email** – Access your student email. The College and your professors send email to your student account, so it’s important to check it regularly. Also, access Microsoft Word, Excel and more for free.
- **ePortfolio** – Access your online portfolio, where you store assignments, reflect on your learning and showcase your knowledge and skills!
- **Library** – Access important Library resources, including databases.
- **LAGCC Career Connect** – Make appointments with career advisors, view job and internship postings and much more.

9. Tutoring and Transfer Services
Take advantage of Tutoring Services. If you would like to make an appointment with the Writing Center, select Make Appointment.

- **Need help with writing?** Schedule an appointment with the Writing Center:

- **Need help with language – tutoring?** Schedule an appointment with the Modern Language Lab:
  - American Sign Language
  - Arabic
  - Chinese
  - French
  - Italian
  - Japanese
  - Korean
  - Spanish

- **Need help with Science?** Schedule an appointment with the Modern Science Study Center:
  - Biology
  - Chemistry
  - Physics

If you need help with language tutoring, please select the desired language, which will lead you to scheduling an appointment.

If you need help with a science course, select the subject, which will lead you to scheduling an appointment.
10. Resources, Ask LaGuardia and the Mobile App

View the Resources section on your My LaGuardia page to find links to various supper services.

Do you have additional questions that you don’t see on your My LaGuardia page? Ask LaGuardia is a great tool – click on the Ask LaGuardia link and then type in your question.

Do you have concerns or need help? Click the link to Tell Student Affairs!

View the Transfer Services section to take the Transfer Readiness Survey. If you are considering transferring from LaGuardia to a four-year college, Transfer Services will help you throughout the process to help ensure your success. Once you have taken the survey, you will be able to schedule an appointment with Transfer Services.

Visit the Transfer Services link to learn more.
Remember to stay connected with the LaGuardia mobile app! The app allows you to access all of the My LaGuardia features on your smartphone or smart device. You can find the app in the App Store and Google Play by searching for LaGuardia Community College.