

# Navigating the my.LFGSM Student Portal



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Welcome to the my.LFGSM Student Portal - a very useful tool where you may check your schedule, grades, view your account, make a payment, and much more. The site contains all the important resources for you to be an informed student in the MBA program. You'll find special announcements, academic calendars, account information, important forms, the Student Handbook plus access to links to Canvas, Student Services, Career Services, User Support Services and much more. The following instructions will help you navigate the portal.

## To log into the my.LFGSM Student Portal

- Log in at <https://my.lfgsm.edu/ICS/>
- Type in your username and password (Same username and password for Canvas.)

## Keep Your Personal Information Current:

- Click MY PROFILE tab in red menu bar on the top of the site page
- Update the appropriate PROFILE SECTIONS as needed
- Save

## To log into Canvas via my.LFGSM Student Portal

- Click HOME in the red menu bar on the top of the site page
- Click CANVAS LMS – or, Under Quick Links click CANVAS (AUTO-LOGON) –or  
<https://lfgsm.instructure.com/login/canvas>

## To View your Full Course Schedule with Grades:

- Click HOME in the red menu bar on the top of the site page
- Click CLASSES, GRADES & REGISTRATION
- Click MY COURSE SCHEDULE & DEGREE PROGRESS
- Click VIEW MY FULL SCHEDULE – you will see all completed and all future preregistered courses in your schedule

## To View Your Degree Progress and Degree Audit:

- Click HOME in the red menu bar on the top of the site page
- Click CLASSES, GRADES & REGISTRATION
- Click MY COURSE SCHEDULE & DEGREE PROGRESS
- Under MY DEGREE PROGRESS - click VIEW ALL DETAILS
- Click on the DEGREE AUDIT link to view course requirements Met vs. Not Met

## To Check and Print a Grade Card:

- Click HOME in the red menu bar on the top of the site page
- Click CLASSES, GRADES & REGISTRATION
- Click MY GRADES
- On right side of page you will see a link to PRINT GRADE CARD
- Select a specific Grade Card and click PRINT

## To Print an Invoice Receipt

- Click HOME in the red menu bar on the top of the site page
- Click BILLING AND FINANCIAL AID
- Click PAYMENTS AND RECEIPTS
- Print a RECEIPT OR INVOICE

Questions? Please contact the Registrar's Office at [registrar@lfgsm.edu](mailto:registrar@lfgsm.edu) .

## To Search for Future Course Offerings

- Click HOME in the red menu bar on the top of the site page
- Click CLASSES, GRADES & REGISTRATION
- Click REGISTRATION INFORMATION
- Click COURSE SEARCH
- Select a TERM
- Select DIVISION and choose "GRADUATE"
- Scroll down and Click SEARCH – it will display all course offerings by term

## Using the ADD A COURSE Feature in my.LFGSM

(You can only **ADD** a course. Contact the Registrar's Office to **DROP** a course.)

- Click HOME in the red menu bar on the top of the site page
- Click CLASSES, GRADES & REGISTRATION
- Click REGISTRATION INFORMATION
- Select a TERM in the ADD/DROP area
- Under the Add a Course, click COURSE SEARCH– it will display all course offerings by term
- To ADD a course, click on the check box to the left of the course code
- Scroll down and click the ADD COURSES button

A message will appear stating the course was successfully added but needs advisor approval before the registration can be completed.

The Registrar's office will email you to confirm your request. In some cases your request may be denied based on the completion of prerequisite courses. If you have any questions or need assistance with the student portal, please contact the Registrar's Office at [registrar@lfgsm.edu](mailto:registrar@lfgsm.edu).

## Attendance – Makeup Sessions

Students have the option to attend their missed face-to-face session in another face-to-face class (if available), at the same campus or at a different campus, or via web conference **with instructor approval** and with no attendance penalty. If you are going to be absent and need to attend a different class session, you may view the [LFGSM Course Schedule](#) to see when the course is being offered in the current term, or follow these steps:

- Click HOME in the red menu bar on the top of the site page
- Click CLASSES, GRADES & REGISTRATION
- Click CALENDARS AND ALTERNATE ATTENDANCE OPTIONS
- Click ALL COURSES CURRENTLY OFFERED for the term

Please make sure that you notify your instructor regarding the session that you will be absent. With their approval you can attend a different session to make up the absence. It is a good idea to notify the instructor for the makeup class that you will be attending as well. You may review the LFGSM Attendance Policy in the [Academic Catalog](#).

## To log into Canvas via my.LFGSM Student Portal

- Click HOME in the **red** menu bar on the top of the site page
- Click Canvas LMS – or, Under Quick Links click Canvas (AUTO-LOGON) –or  
<https://lfgsm.instructure.com/login/canvas>

## To Print an Unofficial Transcript

- Click HOME in the red menu bar on the top of the site page
- Click CLASSES, GRADES & REGISTRATION
- Click MY GRADES
- Click VIEW UNOFFICIAL TRANSCRIPT

Questions? Please contact the Registrar's Office at [registrar@lfgsm.edu](mailto:registrar@lfgsm.edu) .

## To Request an Official Transcript

Lake Forest Graduate School of Management has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

- To order an official transcript(s), please visit the Clearinghouse website at [www.studentclearinghouse.org](http://www.studentclearinghouse.org).
- The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient.
- Order updates will be emailed to you. You can also track your order online.

## What Is My Username?

- Enter your email address in the User Name field and type any single character in the Password field in the upper right corner of [my.LFGSM.edu](http://my.LFGSM.edu). Click Login.
  - This address must be the Preferred Email Address listed on your record. This is your **personal** email address, not your LFGSM address. *If that has changed or you don't know what that is, contact 847-574-5265 or [khsghvnC@lfgsm.edu](mailto:khsghvnC@lfgsm.edu) during school business hours.*
- On the Login page, you'll see your User Name.
- Enter your password in the Password field and you'll be logged into My.LFGSM.edu.

## How Do I Reset a Forgotten Password?

- Enter your user name in the User Name field in the upper right corner of my.LFGSM.edu.
- Enter any single character in the Password field. Click *Login*.
- On the Login page, click the *I forgot my Password* link.
- On the next page, click *Send New Password*.
  - If you have set up a Password Hint (see *How Do I Change My Password?*), you will need to answer your Hint question first.
  - **NOTE:** *Your password will be sent to your Preferred Email Address. If it has changed or you don't know it, contact User Support 24/7 at 866-471-4249 or at [Support.LFGSM.edu](mailto:Support.LFGSM.edu)*
- Once you receive your new password, follow the *How Do I Change My Password* instructions below to change your password to a secure password that you can remember.

## How Do I Change My Password?

- Log into [my.LFGSM](http://my.LFGSM.edu) using your existing user name and password.
- In the upper right corner, click on your profile photo. Then select "My profile & settings".
- Scroll down on the left side to click on the Password and Privacy tab.
- Enter your Old Password (the password you used to log in).
- Create a New Password
  - Your new password must be between 8 and 16 characters, include at least one number, and have a combination of upper and lower case characters.
- Confirm your New Password.
- Click Save.
- **Optional:** Create a Password Hint.
- **NOTE:** Once you have created a password hint, you will need to enter it to reset a forgotten password.
- Once you're done, click Save.

## How Do I Access My Email Account?

- Student email accounts can be accessed at <http://mail.google.com/a/student.lfgsm.edu>
- Faculty email accounts can be accessed at <http://mail.google.com/a/faculty.lfgsm.edu>
- Email account credentials (username and password) are the same as are used for my.LFGSM and Canvas