

Quickstart Guide: Accessing LaGuardia Digital Resources



For more detailed instructions, please visit www.laguardia.edu/coronavirus/student-resources

Digital Tools

CUNY provides all students with access to a variety of technology resources for video chat, file storage and completing work. Find help below for logging in and using these tools. Remember that your username is firstname.lastname + the last 2 digits of your EMPL ID, and your password is the same as your CUNYfirst account.

Access your MyLaGuardia:

- ✓ To log-in to your MyLaGuardia [click here](#)
- ✓ View a short video explaining your [MyLaGuardia features](#)

Access your LaGuardia E-Mail:

Your LaGuardia email is one of your most important tools and should be your preferred email for all college communications.

Check your email daily. Don't miss out on important info regarding registration, advisement, class changes, financial aid and scholarships, emergency alerts, and more.

When logging into your LaGuardia email you will need your LaGuardia issued e-mail address. If you do not know your LaGuardia e-mail address you can [find it here](#).

Next, Access your Microsoft Office 365 student email using [Microsoft Office 365 website](#) or download the Office 365 mobile application on Apple or Google app store.

- ✓ Sign into Office 365 using your full email address 'firstname.lastname@live.lagcc.cuny.edu' and your default campus password

You can also access your Laguardia e-mail through [MyLaGuardia](#) by clicking on the 'student email' e-tool.

Log in to BlackBoard:

- ✓ To log-in to Blackboard [click here](#)
- ✓ Check out [CUNY's training guides for BlackBoard](#) and a [helpful video](#) from John Jay.
- ✓ [Troubleshoot common issues](#) in Blackboard.

Access your Microsoft365:

Gain access to a variety of Microsoft programs, such as Word, Excel, PowerPoint, OneDrive and Teams, through your [CUNY Microsoft 365 account](#).

Use these programs online or download them to your computer. (To download, click "Install Office" and then "Office 365 apps" after logging in.)

- ✓ Log into your [CUNY Microsoft 365 account](#).

CUNYfirst

See the [CUNY training guides](#) to find out how to update your classes, pay your bill, view your grades and course history, update your personal information, view your unofficial transcript and more.

- ✓ Log into [CUNYfirst](#).

Microsoft Teams

Offered through your [CUNY Microsoft 365 account](#).

See a [step-by-step guide](#) from BMCC to install and log into Microsoft Teams.

Zoom

View the Join a Meeting [video guide](#) and see the [Zoom FAQ](#).

Need Equipment?

LaGuardia has some to loan you :)



LaGuardia and CUNY have acquired laptops and tablets for current students to successfully participate in distance learning.

Please contact the Student Information Center (SIC) at LaGuardiaNews@lagcc.cuny.edu for assistance or to request a device. (Be sure to tell them your EMPL ID#.)

SIC hours:

Monday & Thursday 9 a.m.–7 p.m.

Tuesday, Wednesday & Friday 9 a.m.–5 p.m.

If you already submitted a laptop or iPad request, please log in to [My LaGuardia](#) to arrange a curbside pickup.

If you have equipment you need to return, email PM_Office@lagcc.cuny.edu.