



LEHMAN
COLLEGE



Guide to Computer Accounts for Students

• Your CUNY Account and Applications

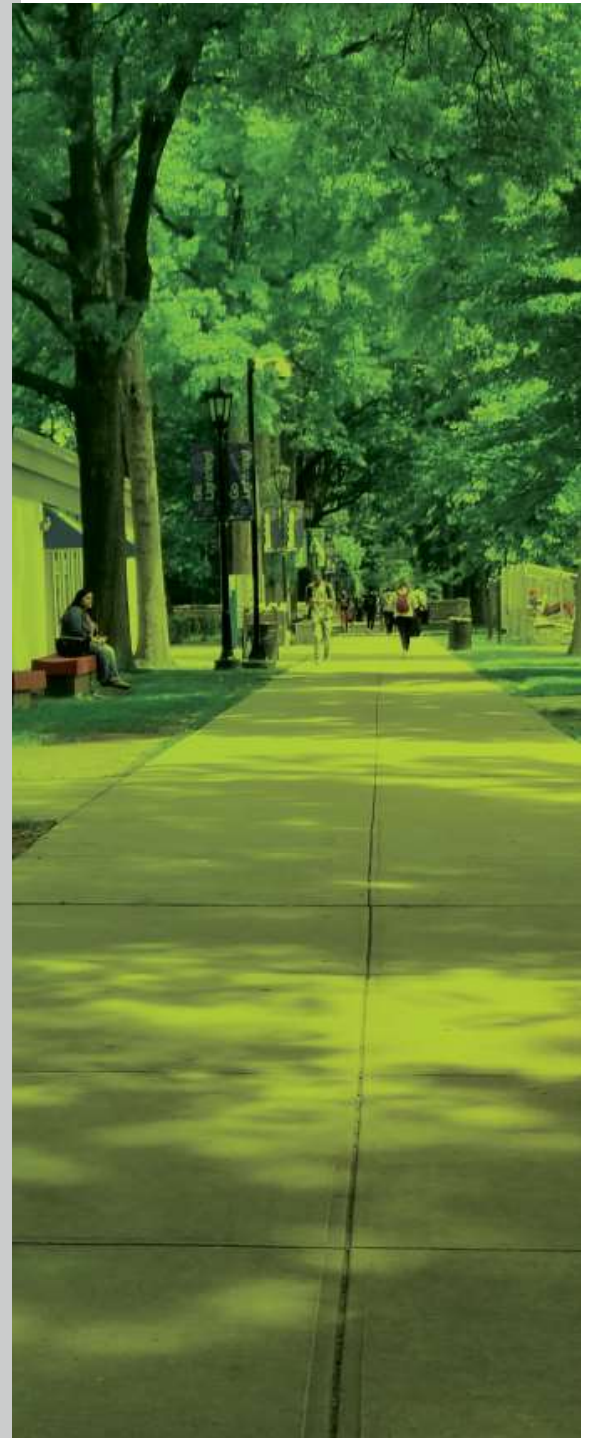
CUNYfirst
Blackboard
DegreeWorks

• Your Lehman Account and Applications

Password Management
Lehman 360
Lehman One Access
Campus Wireless Network
Student Print Services
Student Email
Mobile Central

Student Edition
Last Updated: August 2018

Division of Information Technology
Lehman College CUNY





CLAIM YOUR CUNYFIRST ACCOUNT

Access CUNYfirst to search for classes, check grades, register, swap courses, view your financial aid package, pay your bill, view your transcript, apply for graduation and much more.

STEPS:

1. With your preferred browser, go to: <https://home.cunyfirst.cuny.edu> or select CUNYfirst from the Login menu on the Lehman home page (<http://www.lehman.edu>). The link to the Login menu may be found along the top right edge of the home page.
2. On the CUNYfirst login page, select: **New User**
3. Follow the on-screen prompts and enter the required information.

During this process you will be prompted to select and answer “challenge” questions which you can use at any time to reset a forgotten or expired password. If you forget the answers to the challenge questions, you can always reclaim your account by choosing “New User” again.

When you have successfully created your CUNYfirst account, your CUNYfirst Username and EMPLID will be displayed.

Your Username is constructed from your first name, followed by a period (“.”), your last name and then two digits (e.g. **Jean. Doe11**). Your EMPLID is an eight-digit number (e.g. 12345811). The digits at the end of your Username are the last two digits from your EMPLID. Please make sure that you write down your Username and EMPLID. Never share your password.

4. Return to <https://home.cunyfirst.cuny.edu> and enter your CUNYfirst Username in front of “**@login.cuny.edu**” (e.g. **Jean. Doe11@login.cuny.edu**) and your password. (See page 3.) New students should (1) verify access to the Student Center, (2) check their To Do list, and (3) review their Alert Preferences.

For further information

Visit the CUNYfirst training site for more information at <http://www.cuny.edu/cunyfirst>. Select **Student Self Service** under **Quick Links**.

CUNY Login

New → **CUNYfirst** | **CUNYsmart** | **Virtual Bookstore**
Blackboard | **DegreeWorks** | **FACTS**

In addition to CUNYfirst, CUNY applications include Blackboard, your online learning management system for class work, and DegreeWorks, to track progress towards your degree. To get to the proper website for the above-mentioned CUNY applications:

1. Select the Lehman College home page Login menu and then choose the application you want to use. Although each login page looks similar, the login page for each application is different.
2. Login with your CUNYfirst Username followed by @login.cuny.edu (e.g. **Jean.Doe11@login.cuny.edu**) and your CUNYfirst password. This is called your CUNY Login. The @login.cuny.edu is pre-filled for you in the Username text box so you only need to insert your CUNYfirst Username in front of the “@” sign.

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username
Jean.Doe11@login.cuny.edu

Password

Log in

If you do not have a CUNYfirst account, see the [FAQs](#).

[Forgot Password](#) | [Change Password](#) | [New User](#)

Note: Please do not bookmark this page. See [FAQs](#).

New Blackboard users should click on *Blackboard Resources* on their Blackboard home page for instructions and documentation, check their email address in Blackboard (see p. 6), and review the classes listed under “My Courses” on their Blackboard home page.

A note on the CUNY Portal

Most CUNY applications now use your CUNY login credentials. However, you may want to create an account for yourself on the CUNY Portal, a link to which you will find on the Login menu. You will find the CUNY eMALL on the Portal where you can download free or discounted software.



LEHMAN ACCOUNT & PASSWORD MANAGEMENT

Lehman Account: When you commit to Lehman as a new student you are assigned a Lehman account and a temporary password. The format of the account and password is described below. This account provides access to resources such as Lehman 360, the campus-wide wireless network, the student print system, AdvisorTrac, and more. Your Lehman Username also serves as the first part of your Lehman Student email address and username (see page 6). Your Lehman Account is separate and distinct from your CUNY Login.



CLAIM YOUR LEHMAN ACCOUNT NOW BY FOLLOWING THE STEPS BELOW:

1. Go to <http://www.lehman.edu/sspm> or select Lehman Password Manager from the Log-in menu on the Lehman home page.
2. Click on *Register Your Lehman Account*. You will be prompted to enter your Lehman Username and your temporary password.

Your Lehman Account username is usually your firstname and lastname separated by a period (firstname.lastname: e.g. Jean.Doe). You may have been assigned a Lehman username with a number e.g. Jean.Doe2, if a student with the same name is already in the system.

Default passwords follow this format: your first and last initial in UPPER CASE, followed by your four-digit birth year, two-digit month of birth, and 4th and 5th digits of your EMPLID. For example, Barbara Smith born on March 18, 1994 with EMPLID 12392456 would have the following password: BS19940392. Like your CUNY Login, usernames are not case sensitive; passwords are.

3. Once you have logged in to the Lehman Password Manager, you will be prompted to change your password.
4. Complete the registration process by selecting your “challenge” questions and answers.

This process will allow you to easily reset a forgotten or expired password.



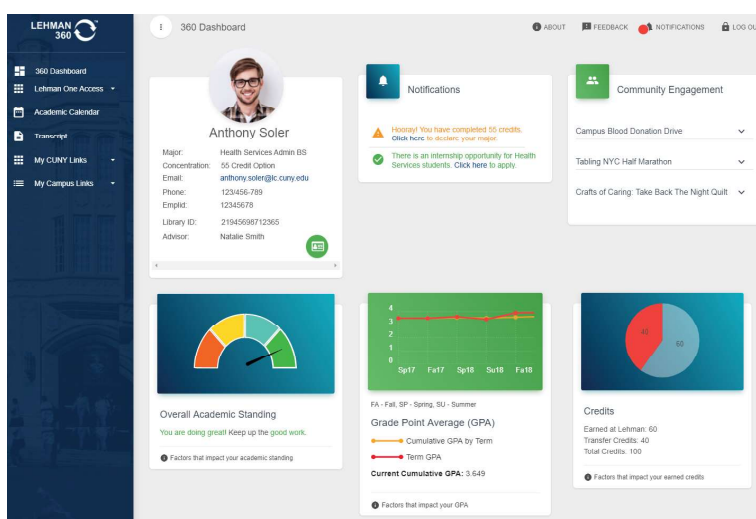
A PLATFORM FOR EVERYTHING LEHMAN

Now that you have updated your Lehman Account, you can start using Lehman applications such as Lehman 360. The Lehman 360 platform provides personalized information such as GPA, academic standing, course schedule, financial aid, targeted notifications, and links to CUNY-wide applications such as CUNYfirst, Blackboard, and to Lehman applications.



1. To access Lehman 360 from a computer, choose Lehman 360 from the Lehman home page Login menu. You can also access Lehman 360 from your phone or tablet with the Lehman Mobile app. (see page 7)
2. Login with your Lehman Account username and password.

Lehman 360 will open with your personalized student dashboard.



On Lehman 360, you will find Lehman One Access which serves as a launch pad for applications and as a “password wallet” that remembers your log-ins to CUNY, Lehman and other important applications. It streamlines the login process to Blackboard, CUNYfirst, and more. You can also customize this resource to include personal social media sites, email, news feeds, etc. For further information consult the documentation found at: <http://www.lehman.edu/itr/reference-guides.php>.

Connect to our wireless network by selecting the **Lehman_College** network from the list of wireless networks on your mobile device and login with your Lehman Account.



LEHMAN STUDENT E-MAIL (MICROSOFT OFFICE 365)



STEPS:

1. Set up your Lehman College Student Email (on the Microsoft Office 365 system) by going to <http://www.lehman.edu/live> or by selecting Student Email from the Lehman home page Login menu.
2. Your student email address is made up of your Lehman account username followed by “@lc.cuny.edu” (e.g. Jean.Doe@lc.cuny.edu). This also serves as your email username when logging in.
3. Your password is the same as the Lehman Account password that you created on the Self-Service Password Manager. If prompted by Microsoft to change your password, we suggest you keep your password the same as your Lehman account password.
4. Use the Self Service Password Manager to change your password. **Remember that this will change both your Lehman Login password and your Office 365 email account password.** If you used your email account before updating your temporary Lehman Account password, you may have been prompted to change your email password. Use the Password Manager to update your email password so your Lehman Account and Office 365 passwords will be synchronized.

Students may download Microsoft Office Professional (including, Word, Excel, PowerPoint) for free through their email accounts on up to five devices.

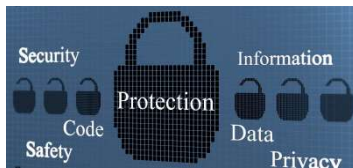
You can easily setup your Office 365 email on your smartphone as an “Exchange-type” email account. For further information consult the documentation found at <http://www.lehman.edu/itr/reference-guides.php>.

New students should check that their Lehman email address is registered in Blackboard by selecting *Update Email* in the Tools module on the Blackboard home page.



DOWNLOAD THE FREE LEHMAN MOBILE APP

The Lehman Mobile App gives you access to all the information that you need at your fingertips: Lehman 360, campus events, maps, course schedule, grades, school news, college events, updates, links to the College Library databases and more! Search for “Lehman College” at the App Store or the Google Play Store.



STAY SAFE AND SECURE ONLINE.

- Never show your password or personal Information in an email or text.
- Always signout from an online application.
- Close the browser window after signing out.
- Close and restart open browser sessions in open labs.
- Register your Lehman Account on the Password Manager.
- Choose strong passwords and change them periodically. Change your password immediately if you suspect it has been compromised.
- Do not click on links or download attachments unless you trust the source.
- Never provide account information in reply to an email message.
- Install an anti-virus program on your personal computer. (You can obtain McAfee Anti-Virus for free from the eMALL on the CUNY Portal.)
- Visit our Cybersecurity website for further information at: <https://itsecurity.lehman.edu>.



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Questions?

Contact the IT Help Desk

Carman Hall, Room 108

Leonard Lief Library Help Desk
Main Floor

help.desk@lehman.cuny.edu

718 . 960. 1111

Make a Help Desk appointment online with
Lehman Q at:
<http://www.lehman.edu/itr/lehmanq/>

Visit the IT Website

<http://www.lehman.edu/itr>

To learn about our workshops and find
detailed documentation, visit:

<http://www.lehman.edu/itr/it-training.php>