**CUNYfirst Security Access Request: Faculty/Staff Guide**

<table>
<thead>
<tr>
<th>Action</th>
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<tbody>
<tr>
<td><strong>1</strong> Enter <a href="https://connect.lehman.edu">https://connect.lehman.edu</a> in browser’s address bar:</td>
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<tr>
<td>• Enter your Username and Password and click on “Log In” button.</td>
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<td><strong>Note:</strong> Access to the CAST (CUNYfirst Access Security Tool) is through single sign-on from Lehman Connect; use your Lehman ID and password (same as your Lehman email). If you don’t know your Lehman login information please contact the Help Desk at 718-960-1111.</td>
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<td>• After you have logged in Click on “<strong>My Lehman Connect</strong>” tab</td>
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<td><strong>2</strong> Under “<strong>My Applications</strong>” section located on top right of the page, click on “<strong>CUNYfirst Security Access Request</strong>” link.</td>
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<td><strong>3</strong></td>
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<td>• Double click on “<strong>New case</strong>” link</td>
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<tr>
<td>• Next double click on the “<strong>CUNYfirst Security Access Request (Faculty/Staff)</strong>” link</td>
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</table>
Step 1 of 5:

Note: Upon starting step 1 some of your employee information will be pre-populated e.g., first name, last name and EMPLID

- Select your department/office from the drop down menu
- Enter your work/office phone number
- Next select your Position Type: Full Time or Part Time.
- If you are a student, please specify College by using the drop down menu.
- Employees must review and select a Campus Solutions Security template from the drop down menu that best reflects the roles necessary for their daily job. These templates provide the minimal roles necessary for various job functions.
- Click the “Next” button to move on to Step 2.
Step 2 of 5:
- Roles already assigned to you will be highlighted in green.
- If you select a Campus Solutions Security template, suggested roles will be preselected and highlighted in yellow. Employees and their managers may revise these templates by selecting to add and/or delete security roles when necessary.

Note: All security requests and modification of these templates are subject to review and approval. If you are using Internet Explorer you may have to use the up/down arrow keys on your keyboard or your mouse wheel to scroll to the down the page.
- Click the “Next” button at the bottom of the page to move on to Step 3.

Step 3 of 5:
- From the drop down menu specify if Lehman College is your default college
- Default SCAR roles will appear base on the selected Campus Solutions Security template. In most case these SCAR roles are sufficient enough to perform for various job functions however you may revise these templates by adding and/or removing SCAR security roles when necessary. (e.g., adding/removing student groups and service indicators, etc)

Note: All CUNYfirst security requests are subject to review and approval by managers/supervisors and Business Owner(s) (e.g., Registrar, Admissions, Bursar, or Financial Aid)
- Click “Next” button to move on to the next step
Step 4 of 5:
- Read the “Confidentiality Statement” and click on the checkbox.

Note: If necessary you may type any comments or special considerations you would like to send to your manager and/or to business owner(s) (e.g., Registrar, Admissions, Bursar, and/or Financial Aid)
  - Click “Next” button to move on to the final step

Step 5 of 5:
- Click the “Continue” button to finalize and submit your CUNYfirst security access request

Note: Your manager will be notified by email to login and review/approve or deny your security request.

* For inquiries about CUNYfirst security please contact us at cunyfirst.security@lehman.cuny.edu

CUNYfirst Security Request Approval Workflow Diagram