

# IT @ Lehman

## Quick Facts for Faculty and Staff



Division of Information Technology Deliver, Lead, Innovate  
Updated for Fall 2015

Lehman on the Web: <http://www.lehman.edu>  
Lehman IT on the Web: <http://www.lehman.edu/itr>  
CUNY on the Web: <http://www.cuny.edu>

### Information Technology Center, Plaza Level 108, Carman Hall

The **Academic Information Technology Center**, open to all students, faculty, and staff, houses a large open student lab, a faculty computer lab, and classrooms with fully-networked Microsoft Windows and Apple Macintosh systems, printing and scanning facilities. The **IT Help Desk** is located in the Center. Users also have access to computers in the Leonard Lief Library and in departmental labs throughout the campus. You will need to show your valid CUNY Card photo ID to enter the Center. (Your *CUNY Card staff ID number* is printed along the lower left edge of the card. You may be asked for your *CUNY Card number* when contacting the IT Help Desk for assistance.) Visit <http://www.lehman.edu/itr> and select *Academic IT Center* for further information on the IT Center including hours of operation, software and hardware availability, and classroom reservation procedures.

### The Multimedia Center

The Lehman College Multimedia Center, located on the two lower levels of Carman Hall, includes studios, classrooms and state-of-the-art video and audio editing equipment serving both Lehman and the New York artistic community. For further information, visit <http://www.lehman.edu/mmc>.

### IT Help Desk

Walk-in Help: Academic IT Center, 108 Carman Hall (Plaza Level)  
Walk-in Help: IT Help Desk, Library, 1<sup>st</sup> floor  
Telephone: (718) 960-1111  
Email: [help.desk@lehman.cuny.edu](mailto:help.desk@lehman.cuny.edu)  
Online Form: Select the *Online Form Requesting Assistance* link on the Help Desk page found under Academic IT Center on the IT website (<http://lehman.edu/itr/help-desk.php>).  
Self-service Portal: Select the *IT Service Request* link on the Lehman College Campus Portal.

## Training and Documentation

In addition to the Help Desk, IT provides a variety of training and self-help resources including workshops, videos, FAQs and reference guides. Throughout the semester we offer a number of IT professional development workshops designed to introduce faculty and staff to IT services.

Useful Links:

- **Help Desk Frequently Asked Questions:** <http://lehman.edu/itr/helpdesk-faqs.php>
- **IT Workshops:** <http://lehman.edu/itr/faculty-workshops.php>
- **Documentation:** <http://lehman.edu/itr/reference-guides.php>

## Accounts and Online Services

Lehman staff and faculty receive three separate and distinct computer accounts shortly after they begin their employment at the College:

- Lehman Username
- CUNY Portal
- CUNYfirst

Each account is composed of an identifier unique to the owner, referred to as a *userid* or *username*, and a *password* that secures access to the account. Account holders are expected to be familiar with the management of the accounts and with the services the accounts provide.

## Your Lehman username and password

Your Lehman username provides access to many Lehman online services including:

- Exchange email
- The campus-wide wireless network for use with your mobile devices
- Lehman One Access for “reduced sign-on”
- Remote access to Library online materials from off campus
- LehmanConnect, the campus portal designed for the Lehman community
- Lehman College Digital Connect (LCDC) to access audio and video files

Your Lehman username is usually composed of your firstname and lastname separated by a period (*firstname.lastname*) with all special characters such as spaces, apostrophes and hyphens removed. For example, Barbara Smith’s username is likely to be **barbara.smith**. Your Lehman username is not case-sensitive. In some cases a username may have a numeric suffix (e.g. *firstname.lastname2*) if a staff member with the same name already exists in the system. If someone with Barbara’s name is already in the system, her username might be **barbara.smith1**.

The password on a new account is composed of your first initial in UPPER CASE, followed by your last initial in UPPER CASE, followed by the first six digits of your social security number. (Staff with Research Foundation accounts should use their six digit employee number.)

Before using your Lehman username and password for the first time, visit the Lehman Password Manager site at <http://www.lehman.edu/sspm> to register your account and update the password. You can also reach the Password Manager site from the Login menu on the Lehman home page. See <http://www.lehman.edu/itr/user-guide.php> for help with the Password Manager.

### Exchange Email

You can login to Lehman email with your Lehman username and associated password through the Login menu or by going directly to Exchange webmail at <http://mail.lehman.edu>.

Your Lehman email address is formed from your username followed by “@lehman.cuny.edu.” For example, Barbara Smith’s email address would be [barbara.smith@lehman.cuny.edu](mailto:barbara.smith@lehman.cuny.edu).

For further information on Exchange email including configuring your desktop clients and smartphones to receive and send mail, and collaboration features such as shared calendars and sending meeting invitations, select Email Support from the IT for Faculty and Staff page on our website.

### The CUNY Portal

All faculty and staff members at CUNY also receive a CUNY Portal userid and password. Services available through the CUNY Portal include:

- **Blackboard** for online, hybrid and web-enhanced classes
- **Student Advisement Degree Audit** (“Degreeworks”) for students to track their progress towards their degrees and for faculty to advise students on degree requirements
- **ePermit** to manage applications from students from other CUNY schools to take classes at Lehman College
- **CUNY eMail** for free and discounted software (e.g. McAfee AntiVirus, Microsoft Office, Maple, Windows upgrades), and discounts on computers and other items

To gain access to the Portal, you must first register. Visit the CUNY website at <http://www.cuny.edu>, click on the **Log-in** link on the right and then on **Register for a new account**. (You can also reach the CUNY Portal by selecting CUNY Portal Login from the Login menu on the Lehman Home Page.) The typical format of a CUNY Portal userid is first initial followed by last name and one or more digits. For example, Barbara Smith’s portal userid might look like **bsmith23**. You will also create a Portal password for yourself during the registration process. If you forget your username and/or password, you can request a reset by selecting *Account and Password Reset* on the Portal login page.

For assistance with the Portal registration, select **Portal FAQs** on the left side Portal Log-in page.

For information about Blackboard, visit the CUNY Blackboard Resources site at <http://www.cuny.edu/blackboard>.

CUNY Portal userids are CUNY-wide. If you registered on the CUNY Portal at another CUNY campus, you will continue to use the same userid and password at Lehman. Your CUNY Portal credentials may also be used to login to CUNYfirst My Info (<https://myinfo.cuny.edu>). See CUNYfirst section below for more information.

## CUNYfirst

CUNYfirst is CUNY's new web-based, administrative services system. To use CUNYfirst you must activate or "claim" your CUNYfirst account by visiting <https://home.cunyfirst.cuny.edu> and selecting the **New Users** link. (You can also reach CUNYfirst by selecting CUNYfirst Login from the Login menu on the Lehman Home Page.) For further information on this process and on managing this account, visit <http://www.lehman.edu/cunyfirst>.

At the completion of the activation process you will have a CUNYfirst userid composed of your first name and last name separated by a period and followed by a two digit number and a password that you create. You will also receive an eight digit ID number referred to as an EMPLID (pronounced "emple id"). The last two digits of the EMPLID are the two digits at the end of your CUNYfirst userid. For example, Barbara Smith's CUNYfirst userid might look like **Barbara.Smith22** and her EMPLID might be **10843422**.

Once you claim your account, you can login to CUNYfirst at <https://home.cunyfirst.cuny.edu> to access services such as the Faculty Center in order to view your class schedule, verify student attendance and enter grades. You also register to receive CUNY Alert emergency notifications from your CUNYfirst account.

CUNYfirst sends notifications, including reminders that your CUNYfirst password is about to expire, to your Lehman email account.

If you find that you do not have access to all the CUNYfirst features that you need for your work, you may need to submit a CUNYfirst Security Access Form available on Lehman Connect to have your profile modified. For further information please visit <http://www.lehman.edu/cunyfirst> and select "Campus Solutions" under Security on the left. Please send email to [cunyfirst.security@lehman.cuny.edu](mailto:cunyfirst.security@lehman.cuny.edu) for assistance.

If you activated your CUNYfirst userid at another CUNY campus that is using CUNYfirst (most are by now), you will continue to use the same userid, password and EMPLID at Lehman.

CUNYfirst MyInfo (<https://myinfo.cuny.edu>) provides useful information such as class schedules without having to login to CUNYfirst itself. Instead you use your CUNY Portal/Blackboard username and password.

## Lehman One Access

Once you are familiar with the Lehman systems, you can simplify login by setting up Lehman One Access. Lehman One Access allows you to access individual application such as Blackboard, CUNYfirst, Lehman Connect using only your Lehman username and password.