eVerification
Faculty Instructions

eVerification, a component located in Lehman 360, has been created to facilitate this grade verification process for Lehman faculty.

1. From the Lehman College home page, click “LOGIN” and select “LEHMAN 360”
   a) The Lehman 360 credentials are the same credentials used for your Lehman.Cuny.Edu email address.
2. eVerification will appear as a selection on the 360 Dashboard on the left hand side.

3. Click on the *eVerification of Grades* link and it will bring you to all your assigned cases. Each case will have the student’s EMPLID, Name, term, etc listed. To complete the verification, click on the icon located on the right hand side of the verification.
4. Once you click on the icon, you will be brought to the verification form. You will be asked to provide Academic Related Activities, Last Date of Academic Related Activity, and provide supporting documents, syllabi, and additional comments.

   *You must submit at least one Academic Related Activity, the Last Date of Academic Related Activity, and a Syllabus

5. Once you have provided all the necessary information, read and click on the Disclaimer box listed prior to submission of the eVerification. You may then click Submit.