Welcome to iDeclare, the electronic Declaration of Academic Plan and/or Sub-Plan process. iDeclare allows you to initiate a request to declare or change your Academic Plan (major) and/or subplan online. This process will arrange for the request to be reviewed by the appropriate departmental advisor for approval and processing.

Once you submit your iDeclare request, check your Lehman College email for alerts and confirmation.

*To access iDeclare, you must register your Lehman College account.
HOW TO INITIATE AN iDECLARE REQUEST

1. From the Lehman College home page, click “LOGIN” and select “LEHMAN 360”

2. Enter your Lehman Account credentials:
   A) FirstName.LastName*
   B) Password
   - New Freshmen / Transfer students who have not registered (claimed) their Lehman Accounts: Follow instructions on back and return to Step 2
   - Continuing Students: Login using your Lehman Account credentials.

   *Note: In some cases, your Lehman Account username will be followed by a digit in the format of firstname.lastname#, where # is your assigned digit.

3. From the 360 Dashboard, click on “LEHMAN ONE ACCESS” and select “MY APPS”.

4. From “MY APPS” click on “iDECLARE”.

   iDeclare
   Request to declare or change your academic plan (major/minor) or sub-plan (track, concentration, specialization) online.
5. To begin, click **PROCEED TO FORM**  
*Your information will be auto-populated*

6. Declaring your Academic Plan  
- If you are undeclared, check the “ADD” option in the first Academic Plan section.
- If you have an existing Academic Plan, check the “CHANGE” option in the first Academic Plan section.

7. Select the Department & Academic Plan  
- Select the department in which the Academic Plan is offered, then select the Academic Plan.
- If the Academic Plan as a Sub-Plan (Track, Concentration of Specialization), you must select one accordingly to proceed.

8. Complete the Request  
- To finalize your request, type your first and last name in the field provided and click “SUBMIT”.

**Congratulations!**  
You have successfully submitted your iDeclare request.
Frequently Asked Questions
What Happens Next?

- Your request will be forwarded to the respected Department for approval.
- If your request is approved, it will be processed by the Office of the Registrar.
- An auto-generated communication will be sent to your Lehman College email address.

How do I check the status of my submitted iDeclare request?

- Login to iDeclare and click “STATUS” located at the top left of the Welcome Page.
  OR
- Check your Lehman College email for alerts regarding your submitted request.

If my request is still pending, what can I do?

- If your request is still pending, you can contact the department to inquire about the status of your request.
- **We strongly discourage submitting duplicate requests as it delays the approval process and increase processing times.**

New Freshmen / Transfer students who have not registered (claimed) their Lehman Accounts:

From Lehman 360 login, select the “Click Here” link below LOG IN to access the Lehman College Password Manager.

1. Select “**Register Your Lehman Account**”
2. Enter your:

   **Lehman Account Username:** “FirstName.LastName*”
   *Note: In some cases, your Lehman Account username will be followed by a digit in the format of firstname.lastname#, where # is your assigned digit.

   **Lehman Account Default Password:**
   - The initial of your first and last name in upper case letters (i.e. Jane Doe = JD)
   - Followed by the year and month of your birth in the format “YYYYMM”
   - Followed by the 4th and 5th digits of your CUNYfirstEMPLID (i.e. 12345678)

3. Register your security questions and click “**SUBMIT**”
4. Return to Lehman 360 login to enter your newly registered (claimed) Lehman Account credentials.