VISITING STUDENT RESOURCE GUIDE

Congratulations on your Admission to Lehman College as a Visiting Student!

This guide has been developed to provide you with answers to the commonly asked question, "What do I do next?" We hope you find this information to be helpful.

1. **Accessing all Lehman accounts**: You can access your email account, Lehman 360, CUNYfirst and all essential accounts here: http://www.lehman.edu/logins/

2. **Claiming your CUNYfirst account**
   STEP 1 Log onto CUNYfirst via the link at: http://www.lehman.edu/logins/
   STEP 2 Click First Time User
   STEP 3 Enter information as requested
   STEP 4 Choose Security Questions
   STEP 5 Create Password

3. **Lehman email address**
   Takes 3 business days after you are registered to be established
   STEP 1 Log onto http://www.lehman.edu/live/
   STEP 2 Click Outlook Live Email Log-In
   STEP 3 Your Student Username should be your firstname.lastname@lc.cuny.edu
   STEP 4 Your default password is your Initials in UPPERCASE, Year of Birth, Month, and the 4th and 5th # of your EMPL ID. For example: Joe Smith August 5, 1978 EMPLID#20154789
   Default password: JS19780854
   STEP 5 Create Password

4. **Brightspace**
   Brightspace is our online learning platform. You can access this resource here once you have claimed your CUNYfirst account: http://www.lehman.edu/logins/.

5. **Academic calendar** with information about drop dates, refund/liability dates, and important dates.
   http://www.lehman.edu/registrar/calendars

6. **Campus Map**
   https://www.lehman.edu/admissions/maps-and-directions/

7. **Parking**
   Parking permits are required to park in all student lots. Parking permits may be purchased in Shuster 078.

8. **ID**
   ID Cards are available in Shuster Hall, room 079. Student must have payment arrangements in place before obtaining an ID card.

9. **IT Help Desk**
   If you are having any issues with any of your Lehman College accounts please visit the IT Help Desk.

10. **Library**
    A full-service library facility is available online and in-person. Information and online resources can be found at: http://lehman.edu/library/

11. **Bookstore**
    The college bookstore sells materials for all Lehman College courses. Hours of operation and shop online services may be found at: https://www.lehman.edu/bookstore/

12. **Requesting an official transcript when your final grade is posted**
    You can order your transcript online, 24 hours a day, 7 days a week, at: https://lehman.edu/registrar/Registrar-Services-and-Policies/transcript-info/

If you have any questions or need assistance, please contact us at visiting.students@lehman.cuny.edu.