LEHMAN COLLEGE

CUNY

# IT Guide to Computer Accounts

▪ Your CUNY Account and Applications
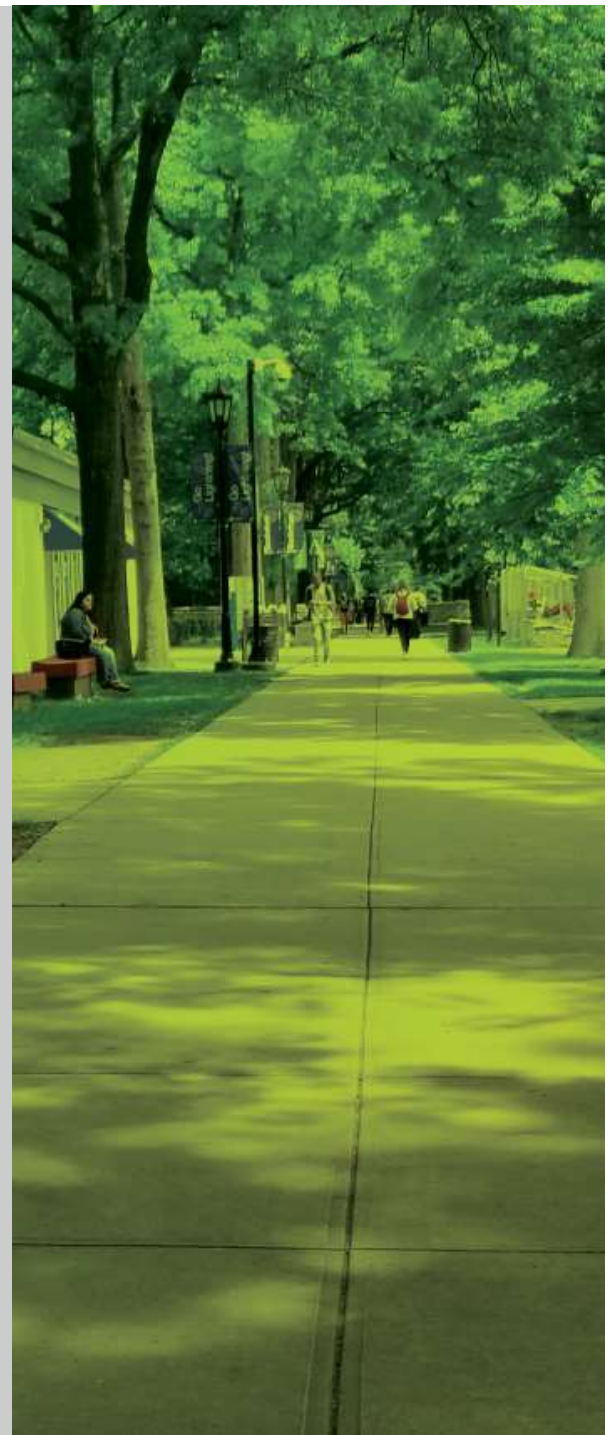
      CUNYfirst

      Blackboard

▪ Your Lehman Account and Applications

      Password Management

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      Lehman One Access

      Wireless

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▪ Computer Security

**Student Edition**
**Last Updated: Fall 2018**

# CLAIM YOUR CUNYFIRST ACCOUNT

Access CUNYfirst to search for classes, register, swap courses, view your financial aid package, pay your bill, view your transcript, apply for graduation and much more.

## STEPS:

1. With your preferred browser, go to **https://home.cunyfirst.cuny.edu** or select CUNYfirst from the Login menu on the Lehman home page (**http://www.lehman.edu**). The link to Login menu may be found along the top right edge of the home page.

2. Select: **New User**

3. Follow the on-screen prompts and enter the required information. When you have successfully created your CUNYfirst account, your CUNYfirst Username and EMPLID will be displayed.

   Your Username is constructed from your firstname, followed by a period ("."), your last name and then two digits (e.g. **Jean.Doe11)**. Your EMPLID is an eight-digit number (e.g. 12345678). The digits at the end of your Username are the last two digits from your EMPLID. Please make sure that you write down your Username and EMPLID. Do not share your password.

**Note:** This process will prompt you to select and answer "challenge" questions which you can use at any time to reset a forgotten or expired password. If you forget the answers to the challenge questions, you can always reclaim your account by choosing "New User" again.

4. Return to **https://home.cunyfirst.cuny.edu** and enter your CUNYfirst Username before **"@login.cuny.edu"** and your password. (See page 3.) New students should verify access to the Student Center, check their To Do list, and review their Alert Preferences.

# CUNY Login

New → CUNYfirst | CUNYsmart | Virtual Bookstore
Blackboard | DegreeWorks | FACTS

In addition to CUNYfirst, CUNY applications include Blackboard for online class work and DegreeWorks to track progress towards your degree. To get to the proper website for the above-mentioned applications, select the Lehman College home page Login menu and then choose the application you want to use. Although each link looks similar there are separate login pages for each application.

Login with your CUNYfirst Username followed by **@login.cuny.edu** (**e.g. Jean.Doe11@login.cuny.edu**) and your CUNYfirst password. These credentials are called your CUNY Login.

The @login.cuny.edu is pre-filled for you in the Username text box so you only need to insert your CUNYFirst Username in front of the "@".

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username

| @login.cuny.edu | |

Password

| |

Log in

If you do not have a CUNYfirst account, see the FAQs.

Forgot Password | Change Password | New User

**Note:** Please do not bookmark this page. See FAQs.

**Note:** Most CUNY applications now use your CUNY login credentials. However, you may also want to create an account for yourself on the CUNY Portal, a link to which you will find on the Login menu. You will find the CUNY eMALL on the Portal where you can download free or discounted software.

## LEHMAN ACCOUNT & SELF-SERVICE PASSWORD MANAGER

**Lehman Account:** Each student is assigned a Lehman account and a temporary password upon admission to the college. This account provides access to resources such as Lehman 360, the campus-wide wireless network, the print system, AdvisorTrac, and the Lehman Mobile App. Your Lehman Username also serves as the first part of your Lehman Student email address and username (see page 6).

### DON'T DELAY – REGISTER YOUR LEHMAN ACCOUNT NOW BY FOLLOWING THE STEPS BELOW:

1. With your preferred browser, go to **http://www.lehman.edu/sspm** or select Password Manager from the Login menu on the Lehman home page.

2. Click on *Register Your Lehman Account*. You will be prompted to enter your Lehman Username and password.

**Note:** Your Lehman Account username is usually your firstname and lastname separated by a period (firstname.lastname)*. Default passwords follow this format: your first and last initial in CAPS, followed by your four-digit birth year, two-digit month of birth, and 4th and 5th digits of your EMPLID. For example, Barbara Smith born on March 18, 1994 with EMPLID 12392456 would have the following password: BS19940392. Like your CUNY Login, usernames are not case sensitive; passwords are.

Once you successfully log in to SSPM, you will be prompted to change your password.
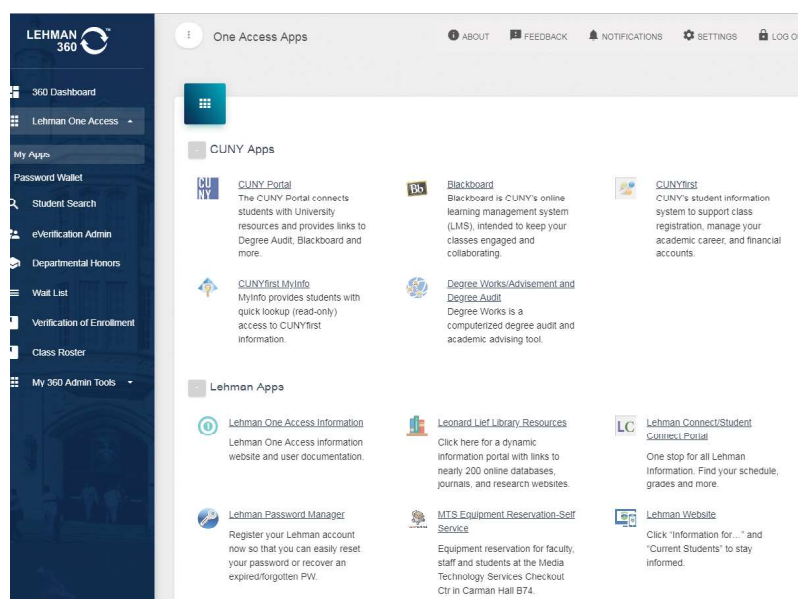
3. Complete the registration process by selecting your "challenge" questions and answers. This process will allow you to easily reset a forgotten or expired password.

**Note:** In the event that a student with your name is already in the system, there will be a number added to your last name. The college will have sent the correct information to your personal email address shortly after admission.

# LEHMAN 360 — A PLATFORM FOR EVERY-THING LEHMAN

Now that you have updated your Lehman Account you can start using Lehman applications such as Lehman 360. The 360 platform provides personalized information such as GPA, academic standing, course schedule, and financial aid, targeted notifications, and links to CUNY-wide applications such as CUNYfirst and Blackboard, and to Lehman applications such as Lehman One Access (see below).



To access Lehman 360 from a desktop, choose Lehman 360 from the Lehman home page Login menu. Login with your Lehman Account. You may also access Lehman 360 from the Lehman Mobile App (see page 7).

On 360, you will find Lehman One Access which serves as a unified launch pad for applications and as a "password wallet" that remembers your log-ins to CUNY, Lehman and other important applications. It streamlines the login process to Blackboard, CUNYfirst, Lehman Connect and much more. You can also customize this resource to include personal social media sites, email, news feeds, etc. For further information consult the documentation found at **http://www.lehman.edu/itr/reference-guides.php.**

**LEHMAN ONE ACCESS**
One Password for All Your Applications!

# LEHMAN STUDENT E-MAIL (MICROSOFT OFFICE 365)

## STEPS:

1. Set up your Lehman College Student E-Mail (on the Microsoft Office 365 system) by going to **http://www.lehman.edu/live** or by selecting Student Email from the Lehman home page Login menu.

2. Your student email username and address is made up of your Lehman account username followed by "@lc.cuny.edu" (e.g. **FirstName.LastName@lc.cuny.edu).**

3. Your password is the same as the Lehman Account password that you obtained through the Self-Service Password Manager.

**Note:** Use the Self Service Password Manager to change your password. **Remember that this will change both your Lehman Login password and your Office 365 email account password.** If you used your email account before updating your temporary Lehman Account password, you may have been prompted to change your email password. Using the Password Manager updated the email password so your Lehman Account and Office 365 passwords will be synchronized.

Students may download Microsoft Office Professional (including, Word, Excel, PowerPoint) for free through their email accounts.

You can easily setup your Office 365 email on your smartphone as an Exchange-type email account. For further information consult the documentation found at **http://www.lehman.edu/itr/reference-guides.php.**

New students should check that their Lehman email address is registered in Blackboard by selecting *Update Email* in the Tools module on the Blackboard home page.

## DOWNLOAD THE FREE LEHMAN MOBILE APP

This Lehman Mobile App gives you access to all the information that you need at your fingertips: course schedule, grades, school news, college events, updates, links to the College Library databases and more! Search for "Lehman College" at the App Storre or the Google Play Store.

## STAY SAFE AND SECURE ONLINE.

- Always signout from an online application.

- Close the browser window after signing out.

- Close and restart open browser sessions in open labs.

- Register your Lehman Account on the Password Manager.

- Choose strong passwords and change them periodically.  Change your password immediately if you suspect it has been compromised.

- Do not share your passwords and account information.

- Do not click on links or download attachments unless you trust the source.

- Never provide account information in reply to an email message.

- Install an anti-virus program on your personal computer.  (You can obtain McAfee Anti-Virus for free from the eMALLon the CUNY Portal.)

- Visit our Cybersecurity website for further information at **https://itsecurity.lehman.edu**.

# Questions or Concerns?

## Contact the **IT Help Desk**

Carman Hall, Room 108

Leonard Lief Library II Help Desk,
Main Floor

help.desk@lehman.cuny.edu

718 . 960 . 1111

Make a Help Desk appointment online with
**QLESS** at:
http://www.lehman.edu/itr/lehmanq/

## Visit the **ITR** Website

http://www.lehman.edu/itr

To learn about our workshops and find detailed
instructions, visit:

http://www.lehman.edu/itr/it-training.php