

IT @ Lehman

Quick Facts for Faculty and Staff



Updated for Spring 2023

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>
CUNYfirst on the Web: <https://home.cunyfirst.cuny.edu>

Academic Information Technology Center, Plaza Level, 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 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.

IT Help Desk

Walk-in Help: Academic IT Center, 108 Carman Hall (Plaza Level)
Telephone: (718) 960-1111
Email: helpdesk@lehman.cuny.edu
Live Chat: Visit www.lehman.edu/itr and type the word "agent" in the chatbox icon.

Office of Digital Inclusion

IT is committed to student success and offers a variety of technology for the semester via its Laptop Loaner Program. To request a loaner device – please visit:

<https://lehman.edu/coronavirus/resources/student/>
Walk-in Help: Carman Hall 140 (Plaza Level)
Telephone: (718) 960-5692

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>.

Training and Documentation

In addition to the Help Desk, IT provides a variety of online and in-person training and self-help resources including workshops, videos, FAQs and reference guides. Throughout the semester we offer a number of IT professional development online workshops designed to introduce faculty and staff to IT services. For further information, contact itr.workshops@lehman.cuny.edu.

Accounts and Online Services

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

- Lehman Username
- 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:

- The campus-wide wireless network for use with your mobile devices
- Remote access to Lehman 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
- Lehman One Access for "reduced sign-on"
- Printing on campus
- Lehman 360

Your Lehman username is usually composed of your first name and last name separated by a period (*firstname.lastname*) with all special characters such as spaces, apostrophes and hyphens removed. For example, Jane Smith's username is likely to be **jane.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 Jane's name is already in the system, her username might be **jane.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.

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 CUNY Login username and associated password through the Login menu or by going directly to Exchange webmail at <https://www.lehman.edu/logins/>.

Your Lehman email address is formed from your username followed by “@lehman.cuny.edu.” For example, Jane Smith’s email address would be jane.smith10@login.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, see our Email Support page on the IT website.

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 User** 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, Jane Smith’s CUNYfirst userid might look like **Jane.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.

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 to have your profile modified. Please send email to cunyfirst.help@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.

Blackboard

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

Lehman College Mobile App

Lehman introduced Lehman College App – a new app for your mobile devices. The app may be downloaded from the App Store on iTunes (for IOS devices such as the iPhone) and from Google Play Store (for Android devices) at no charge. Search for "Lehman College" to find the app.

Lehman One Access

Once you are familiar with the Lehman systems, you can simplify login by setting up your "password wallet" on Lehman One Access. Lehman One Access allows you to access individual applications such as Blackboard and CUNYfirst using Lehman credentials. Select Lehman One Access from the login menu on the Lehman home page.