

From: Lehman College

Reply-to Email: help.desk@lehman.cuny.edu

Subject: Access Your Lehman Accounts



Dear {#First Name#},

Congratulations on your acceptance to Lehman College! We are excited to see you on campus in the {#Admitted Semester#} semester. Please read below for some useful information regarding systems, access, and accounts to get you started.

STEP 1: CLAIM YOUR LEHMAN ACCOUNT



This is the key to accessing many other useful tools here at Lehman. Please visit the [Self Service Password Manager](#) and if you have not already done so, click "Register Your Lehman Account."

Your username is {#Lehman Account#} and your default password is the first initials of your first and last name, capitalized, followed by the 4-digit year you were born, 2-digit month of birth and 4th and 5th digits of your CUNYfirst EMPLID (your EMPLID is: {#EMPLID#}). For example, Jean Doe was born on December of 1979 and the 8-digit EMPLID is 12345678, the default password is JD19791245 (FLYYYYMM##).

After you successfully register, you will be prompted to change your password. This Lehman Account will give you access to your Lehman 360.

STEP 2: LEHMAN 360



The **Lehman 360 app** will keep you up to date with personalized information about what you need, such as GPA, academic standing, course schedule, financial aid, all in one, user-friendly place. You can access suite of apps available to you as a student.

STEP 3: LEHMAN STUDENT EMAIL



All important information from faculty and administrators will be sent to your student email account. Visit [Lehman Student Email](#) to claim your email address, which has been assigned as **{#E-mail Lehman#}**. Your password is the same as the one you created for your Lehman Account.

STEP 4: ACCESS YOUR 'CUNY LOGIN'

A light gray banner with the text "CUNY Login" in a large, bold, blue sans-serif font.

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

This username and password is used across CUNYfirst, DegreeWorks, Blackboard, and FACTS. Visit [CUNYfirst](#) to either log in or register as a new user.

Pro-tip

By entering your username and password into the Lehman 360 app, you will have access to multiple Lehman College systems with just one click.

Once you have claimed your accounts, you can always easily access them from the "login" dropdown menu on the [Lehman Home Page](#).



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