



Office of the Registrar

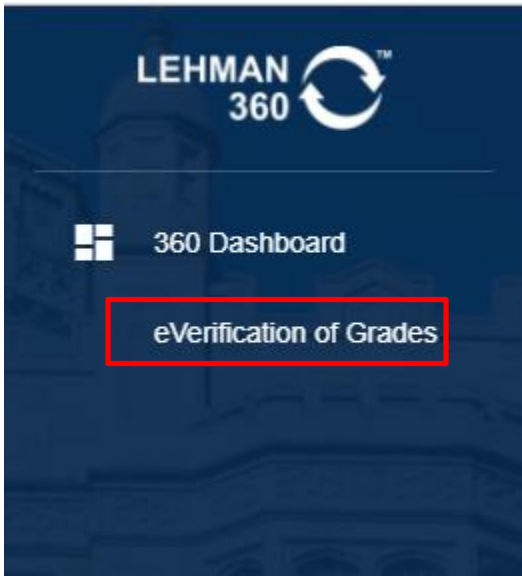
eVerification Faculty Instructions


In order to maintain compliance with the U.S Department of Education, the college has developed a seamless process, eVerification, for faculty to confirm and provide supporting documentation for the grade(s) assigned to the student(s).


1. From the Lehman College home page, click “**LOGIN**” and select “**LEHMAN 360**”
 - a) The Lehman 360 credentials are the same credentials used for your Lehman.Cuny.Edu email address.

A screenshot of the Lehman 360 login interface. At the top is the "LEHMAN 360" logo with a circular arrow icon. Below it, a message says "Log in using your Lehman Account username and password." There are two input fields: one for the username labeled "firstname.l" with the value "John.Doe" entered, and another for the password. A blue button labeled "LET'S GO >" is below the fields. At the bottom, there is a link that says "? Need Help Logging in? Click Here".

2. eVerification will appear as a selection on the 360 Dashboard on the left hand side.



3. Click on the *eVerification of Grades* link and it will bring you to all your assigned cases. Each case will have the student’s EMPLID, Name, term, etc listed. To complete the verification, click on the  icon located on the right hand side of the verification.

Students							
Emplid	Student Name	Term	Course	Section	Course Description	Grade Posted	Form
12345678	Doe, John	Spring 2017	REC 370	01	Recreation Internship	INC	Submitted
57864312	Doe, Jane	Spring 2017	REC 470	01	Senr Intrnshp-Recrea	INC	
87654321	Parker, Peter	Spring 2017	REC 470	01	Senr Intrnshp-Recrea	INC	Submitted

4. Once you click on the icon, you will be brought to the verification form. You will be asked to provide Academic Related Activities, Last Date of Academic Related Activity, and provide supporting documents, syllabi, and additional comments.

****You must submit at least one Academic Related Activity, the Last Date of Academic Related Activity, and a Syllabus***

Verification Form

EMPLID	12345678
Student Name	John Doe
Term	Spring 2017
Class Information	REC 470 - 01
Course Title	Senr Intrnshp-Recrea
Grade Posted	INC
Academic Activities *	<div>This student engaged in the following academic related activities (Please select all applicable choices, at least one is required).</div> <div><div><input type="checkbox"/></div>Physically attended a class where there was an opportunity for direct interaction between the instructor and students</div> <div><div><input type="checkbox"/></div>Submitted an academic assignment</div> <div><div><input type="checkbox"/></div>Took an exam, an interactive tutorial or computer-assisted instructions</div> <div><div><input type="checkbox"/></div>Attended a study group that was assigned by the school</div> <div><div><input type="checkbox"/></div>Participated in an online discussion about academic matter</div> <div><div><input type="checkbox"/></div>Engaged in an online academically related activity, or initiated contact with the instructor to ask a question about the academic subject studied in the course or asked a course-related question</div> <div><div><input type="checkbox"/></div>None of the above</div>

Other activities (Please specify)

5. Once you have provided all the necessary information, read and click on the ***Disclaimer*** box listed prior to submission of the eVerification. You may then click ***Submit***.

Disclaimer * ☒ By clicking this checkbox, I affirm that this verification, supporting documents, and all other information provided is a valid representation of the student's coursework and grade

* Required fields

CANCEL SUBMIT

6. You have completed the verification and will receive an email confirmation. If you have any questions/concerns, you may contact Lehman.eVerification@Lehman.Cuny.Edu.