



Instructions: **CUNY-Lehman**  
**College has purchased access to Magna Commons**

As a member of our campus community, this online content from Magna Publications is available at no cost to you. Since 1972 Magna has been a leading provider of higher education professional development resources. Sign up today and help energize your higher education career.

**Magna Commons** offers on-demand versions of Magna's most popular **Magna Online Seminars**, covering a broad range of topics of interest to faculty & administrators.

**STEP 1: Activate your group subscription access**

1. Go to [www.magnapubs.com/site-license/registration.html?v=lehman17289](http://www.magnapubs.com/site-license/registration.html?v=lehman17289)
2. Follow the three-step process by entering your information in each of the required fields. In the Authorization Code box, enter the group Authorization Code **LEHMAN4742** and click Submit

*Please note: entering the Authorization Code is done only once. Please do not share the Authorization Code with anyone outside our campus community. **Following your registration, you may have to logout and login again to get access to the videos.***

**STEP 2: Access the group subscription**

1. Go to <http://www.magnapubs.com>
2. In the upper right corner, select Log In. Enter your email address & password & click Log In. If you do not know or remember your account password, use "Forgot your password?" to reset it.
3. From the home page, on the right side of the page, under My Online Access, click the content or subscription link you wish to view. Select See All to view all content you, or your institution subscribes to or has purchased for online viewing. To update your account settings & preferences, hover over your name in the upper right corner & select the appropriate option.

**Need help?**

- Call 800-433-0499 ext. 2 (outside the U.S. & Canada call 608-246-3590 ext. 2.). Our office hours are 8:00 am to 5:00 pm Central Time, Monday through Friday
- Email [support@magnapubs.com](mailto:support@magnapubs.com)

- Online Chat