

# ACCESSING ELECTRONIC RESOURCES OFF-CAMPUS

## Using your Lehman E-Mail Username & Password

1. Go to the Library Homepage at: <http://library.lehman.cuny.edu>
2. Click on:

**ELECTRONIC DATABASES**

Go here to find articles written on your topic.

or

**FIND ELECTRONIC JOURNALS BY TITLE**

Go here to find out if the journal title you need is available electronically.

- You will need an active Lehman College Email Account.
- Click on the database/journal title you wish to access, type in your in your Lehman e-mail username and password when prompted. Read below for more information on usernames and passwords.

### LEHMAN E-MAIL ACCOUNT

The license agreements for our electronic resources require that we limit remote access to Lehman students, faculty and staff. When you connect to the resources through the Lehman Library web page, you will be asked for your username and password. This is your Lehman email username and password.

All Lehman students, faculty and staff are entitled to a Lehman email account. To verify or report any problems with your Lehman email account, contact the IT Center at 718-960-1111 or by e-mail at [help.desk@lehman.cuny.edu](mailto:help.desk@lehman.cuny.edu).

### ACCESS E-MAIL AT:

<http://mail.lehman.edu>

### E-MAIL ADDRESS FORMAT

Lehman email addresses have the following format:

firstname.lastname@lehman.cuny.edu

 Duplicate names will have a two-digit number appended at the end of the name.

**Example** jane.smith01@lehman.cuny.edu

Contact the IT Center to verify your e-mail address format.

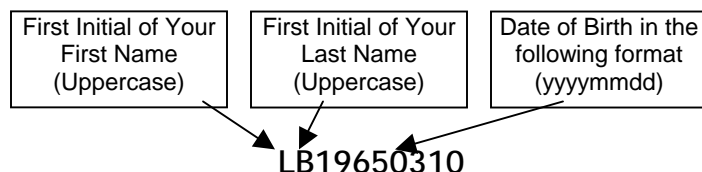
### PASSWORDS

Passwords are case sensitive and depending upon your role at the college your initial password will have the following format:

#### Students

Initial passwords for students will be the first initial of your first name, the first initial of your last name, followed by your date of birth in the following format - yyyymmdd.

**Example** If your name was Lulu Belle and you were born March 10, 1965\*, your password would be LB19650310.



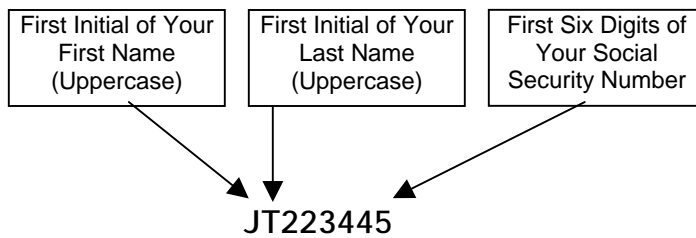
\*Note: Leading zeroes must be entered for single digit months and days (see example above.)

## Faculty/Staff

Initial passwords for faculty and staff will be the first initial of your first name, the first initial of your last name, followed by the first six digits of your social security number.

### Example

If your name was Joshua Tree and your Social Security number was 223445678, your password would be JT223445.



## ACCESSING ONLINE RESOURCES - ALTERNATIVE

### LIBRARY NUMBER

Your library number appears on front of your ID card (see below). You will need this number to take advantage of the features of CUNY+ and to access the CUNY databases remotely.

Features of CUNY+ include:

- ❖ Viewing your account
- ❖ Renew books
- ❖ Set up alerts to be notified when new books in your area of interest are available.

You can also use your library number to access electronic resources centrally purchased and available to all CUNY libraries <http://libraries.cuny.edu>. Use the CUNY-wide electronic resources if you do not have a Lehman email account or it does not seem to be working\*.

\*Lehman students, faculty, and staff have access to many more resources than those centrally funded through CUNY.



Your Library Number



## Problems/Questions/Comments contact:

- Professor Galina Letnikova at [galina.letnikova@lehman.cuny.edu](mailto:galina.letnikova@lehman.cuny.edu)
  - Please include your name, library number, name of database/e-journal you are trying to access, the time of day you attempted to access, and any error messages.
- You can also call the reference desk at 718-960-8580, if you are experiencing problems.