

VISITING STUDENT RESOURCE GUIDE

Congratulations on your Admission to Lehman College as a Visiting Student!

This guide has been developed to provide you with answers to the commonly asked question, "What do I do next?" We hope you find this information to be helpful.

1. Accessing all Lehman accounts:

You can access your email account, Lehman 360, CUNYfirst and all essential accounts here:
<http://www.lehman.edu/logins/>

2. Claiming your CUNYfirst account

STEP 1 Log onto CUNYfirst via the link at:

<http://www.lehman.edu/logins/>

STEP 2 Click First Time User

STEP 3 Enter information as requested

STEP 4 Choose Security Questions

STEP 5 Create Password

3. Lehman email address

Takes 3 business days after you are registered to be established

STEP 1 Log onto <http://www.lehman.edu/live/>

STEP 2 Click Outlook Live Email Log-In

STEP 3 Your Student Username should be your firstname.lastname@lc.cuny.edu

STEP 4 Your default password is your Initials in UPPERCASE, Year of Birth, Month, and the 4th and 5th # of your EMPL ID. For example: Joe Smith August 5, 1978 EMPLID#20154789

Default password: JS19780854

STEP 5 Create Password

4. Blackboard

Blackboard is our online learning platform. You can access this resource here once you have claimed your CUNYfirst account:

<http://www.lehman.edu/logins/>.

5. Academic calendar with information about drop dates, refund/liability dates, and important dates.

<http://www.lehman.edu/registrar/calendars>

6. Campus Map

<https://www.lehman.edu/about/campus-map>

7. Parking

Parking permits are required to park in all student lots. Parking permits may be purchased in Shuster 078.

8. ID

ID Cards are available in Shuster Hall, room 079. Student must have payment arrangements in place before obtaining an ID card. <http://lehman.edu/public-safety/id-schedule.php>

9. IT Help Desk

If you are having any issues with any of your Lehman College accounts please visit:

<https://www.lehman.edu/itr/help-desk>

10. Library

A full-service library facility is available online and in-person. Information and online resources can be found at:

<http://lehman.edu/library/>

11. Bookstore

The college bookstore sells materials for all Lehman College courses. Hours of operation and shop online services may be found at:

www.lehmanbookstore.com

12. Requesting an official transcript when your final grade is posted

You can order your transcript online, 24 hours a day, 7 days a week, at:

<https://www.lehman.edu/registrar/transcript-info.php>

If you have any questions or need assistance, please contact us at visiting.students@lehman.cuny.edu.