



# New Students Account Registration Assistance

As you are a first time user, **you must follow all the steps below:**

1. [Click here](#) to visit the Lehman Account/E-Mail registration page.
2. From the Lehman Account/E-Mail registration page, click on “**Register Your Lehman Account**”.
3. On the account registration page, enter:
  - a. The provided **Lehman Account/E-Mail Address** in the format “**firstname.lastname**” without “*@lc.lehman.edu*”. This Lehman Account/E-Mail Address has been emailed to you by the Office of the Vice President for Student Affairs.
  - b. The default **Lehman Password**. The default password are 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 digit of your [CUNYfirst](#) EMPLID.

For example, Jean Doe was born on December of 1979 and his 8-digit EMPLID is 12345678. His default password is **JD19791245**. (FLYYYYMM##)

4. Return to the [Advisement Appointment page](#)

## Need Help?

- [How to Retrieve My CUNYfirst EMPLID](#) Or You can also find your CUNYfirst EMPLID on your [MyLehman Page](#)
- [Login to CUNYfirst](#) (*returning users*)
- [Claim Your CUNYfirst Account](#) (*first time users*)
- [Reset Your CUNYfirst Password](#)
- [Change Your CUNYfirst Password](#)

If you need help Registering your Lehman Account, please contact our Help Desk at [help.desk@lehman.cuny.edu](mailto:help.desk@lehman.cuny.edu), call (718) 960 - 1111, or visit the IT Center, Room 108, Carman Hall or the Library. For the Academic IT Center hours and more information, visit <http://www.lehman.edu/itr>.