How to Claim/Register Your Lehman Account

What is A Lehman Account?

A Lehman Account is your “key” to all Lehman electronic systems. All new students, faculty, and staff must claim (register) their assigned Lehman accounts. In addition, this core step enables the full use of the self-service Password Manager system (https://www.lehman.edu/itr/pm/), including the ability to change and reset passwords and security questions.

How Can I Obtain My Lehman Account?

Students

When you are accepted to Lehman, you will receive an email with instructions about your assigned Lehman Account. This communication will be sent to the personal email that you listed in your admissions application and will arrive within 48 hours from the day you were accepted to the college.

Faculty & Staff

When you become a Lehman employee and your CUNYfirst employee record has been activated, a Lehman Account will be created for you within 48 hours from your effective hiring date.
Lehman Account Format *(applies to students/faculty/staff)*

- Your Lehman Account **username** is in the format of “firstname.lastname”

**Students**

- Your Lehman Account **password** is a temporary “default password” as follows:
  - First initials of your first and last names, capitalized **PLUS**
  - The 4-digit year of your DOB **PLUS**
  - 2-digit month of birth **PLUS**
  - 4th and 5th digits of your CUNYfirst EMPLID

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

**Faculty/Staff**

- Your Lehman Account **password** is a temporary “default password” as follows:
  - First initials of your first and last names, capitalized **PLUS**
  - The first 6-digits of your SSN

For example, Kyle Smith/SSN **123456789**, the default password would be **KS123456**.
How Can I Register My Lehman Account?

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the Lehman website, click on <strong>Login</strong> at the top right corner.</td>
<td>Click on <strong>Password Manager</strong>.</td>
</tr>
</tbody>
</table>

You can also access this page directly by visiting [https://www.lehman.edu/itr/pm/](https://www.lehman.edu/itr/pm/) or by scanning the following QR code:
### Step 3

**Register Your Lehman Account**

Account registration enables the full use of the self-service system including the ability to reset a forgotten or expired password. Answers to your security questions should be memorable, but not easily obtained by someone else.

**Reset Expired Password**

Registered users can click here to reset an expired password. You will be asked to respond to your security questions. Your new password must be different from your expired password. Passwords must be 8 characters. [Click here for guidelines.](#)

**Reset Forgotten Password**

Registered users can click here to reset a forgotten password. Passwords must be 8 characters including [Click here for guidelines.](#)

### Step 4

Enter your Lehman Account **username** and **default password**. Proceed to enter the ReCAPTCHA characters and click on **Submit** to finish your account registration.

<table>
<thead>
<tr>
<th>username</th>
<th>password</th>
</tr>
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</table>

**Register Account.**

Account registration enables the full use of the self-service system including the ability to reset a forgotten or expired password. Answers to your security questions should be memorable, but not easily obtained by someone else.

**Are You Human?**

Submit
Step 5

You will be prompted to **change your default password** to a personal one. You will also be required to select **four security questions** and **answers**. The answers to all four questions must be unique.

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**Your Password Must Contain:**
- At least 8 characters
- At least one upper case letter
- One lower case letter
- One number
- You may also use special characters if preferable

**You are done!** You will receive a confirmation message once the registration is successful. *See optional step below.*
**How to Test Your Lehman Account (optional step)**

After claiming your Lehman Account, you can test it to confirm that it was registered successfully.

<table>
<thead>
<tr>
<th>Click on Test Your Account from the Password Manager page.</th>
<th>Enter your Lehman Account <strong>username</strong> and newly created <strong>password</strong>. Proceed to enter the ReCAPTCHA characters and click on <strong>Submit</strong>.</th>
</tr>
</thead>
</table>
| ![Change Your Password](image1) **Change Your Password**  
Change your password at any time or in response to an email notification sent 7 days before expiration. Your new password must be different from your current password. Passwords must be 8 characters. [Click here for guidelines.](image2)  
![Test Your Account](image3) **Test Your Account**  
Click here to test your password, obtain your expiration date and validate that your account is registered on the Password Manager. | ![Test a User Account](image4) **Test a User Account**  
Username:  
Password:  

**Are You Human?**  
Type the characters above:  

Submit |

You can also access this page directly by visiting [https://www.lehman.edu/itr/pm/](https://www.lehman.edu/itr/pm/) or by scanning the following QR code:

![QR Code](image5)

If your account has been successfully registered, you will see the following message indicating authentication and date of password expiration:

![Authentication Message](image6)

If you need login assistance, please contact the IT Help Desk via:

<table>
<thead>
<tr>
<th>Chat Bot</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
</table>
| [https://www.lehman.edu/itr/help-desk.php](https://www.lehman.edu/itr/help-desk.php)  
Enter keyword “AGENT” in the chat box. | help.desk@lehman.cuny.edu | 718-960-1111 |