

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



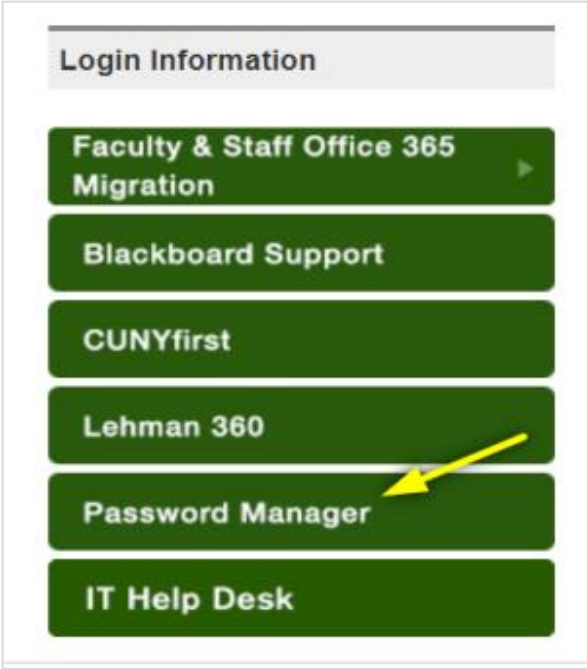
For example, John Doe was born on December of 1979 and the 8-digit EMPLID is 12345678, the default password is **JD19791245 (FLYYYYMM##)**.

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?

Step 1	Step 2
<p>From the Lehman website, click on Login at the top right corner.</p>	<p>Click on Password Manager.</p>
 <p>You can also access this page directly by visiting https://www.lehman.edu/itr/pm/ or by scanning the following QR code:</p> 	

Step 3

Click on **Register Your Lehman Account**.

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.



[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](#).

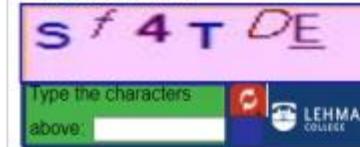
Register Account.

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.

Username:

Password:

Are You Human?



Type the characters

above:



[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.

Username:	<input type="text" value="Lehman students"/>
Password:	<input type="password" value="*****"/>
New Password:	<input type="password" value="*****"/>
Confirm New Password:	<input type="password" value="*****"/>
Question 1:	<input type="text" value="What is the name of your favorite author?"/>
Answer 1:	<input type="text" value="Author"/>
Question 2:	<input type="text" value="What was your dream job as a child?"/>
Answer 2:	<input type="text" value="Child"/>
Question 3:	<input type="text" value="What is the last name of your favorite school teacher?"/>
Answer 3:	<input type="text" value="Teacher"/>
Question 4:	<input type="text" value="What was your first job?"/>
Answer 4:	<input type="text" value="Job"/>




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.

<p>Click on Test Your Account from the Password Manager page.</p>	<p>Enter your Lehman Account username and newly created password. Proceed to enter the ReCAPTCHA characters and click on Submit.</p>
<div data-bbox="126 308 1060 690">  <p>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.</p> <p>Test Your Account Click here to test your password, obtain your expiration date and validate that your account is registered on the Password Manager.</p> </div> <p>You can also access this page directly by visiting https://www.lehman.edu/itr/pm/ or by scanning the following QR code:</p> 	<div data-bbox="1144 308 1921 698">  <p>Test a User Account</p> <p>Username: <input type="text"/></p> <p>Password: <input type="text"/></p> <p>Are You Human? 5 SuPyK Type the characters above: <input type="text"/></p> <p>Submit</p> </div>

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

Your LDAP account authentication is successful.
Your password is going to expire on 5/10/2012 1:45:04 PM. Please change your password within 90 days.


Test Your Account

Validate that your account has been registered

Username:

Password:

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

Chat Bot	Email	Phone
 <p>https://www.lehman.edu/itr/help-desk.php Enter keyword "AGENT" in the chat box.</p>	<p>help.desk@lehman.cuny.edu</p>	<p>718-960-1111</p>