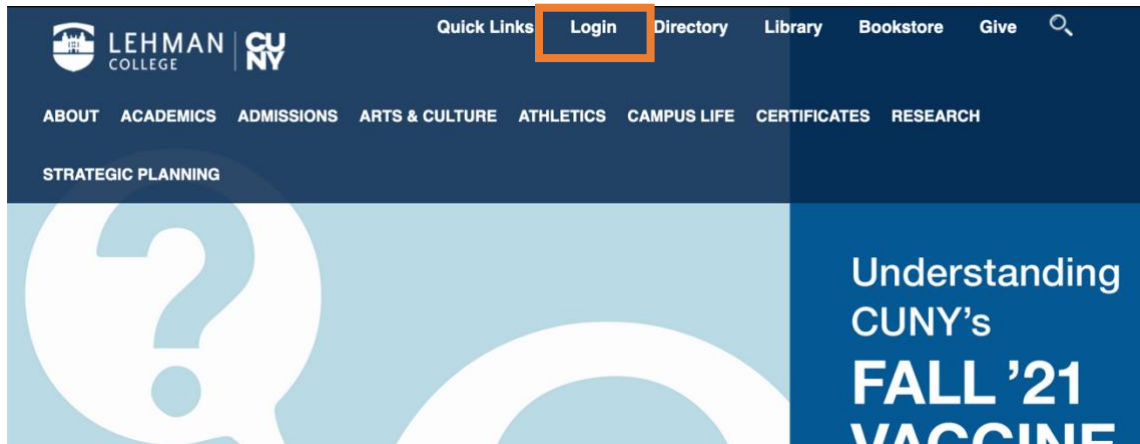


Submitting NYCDOE Fingerprinting Application in Lehman 360

Go to lehman.edu > Login

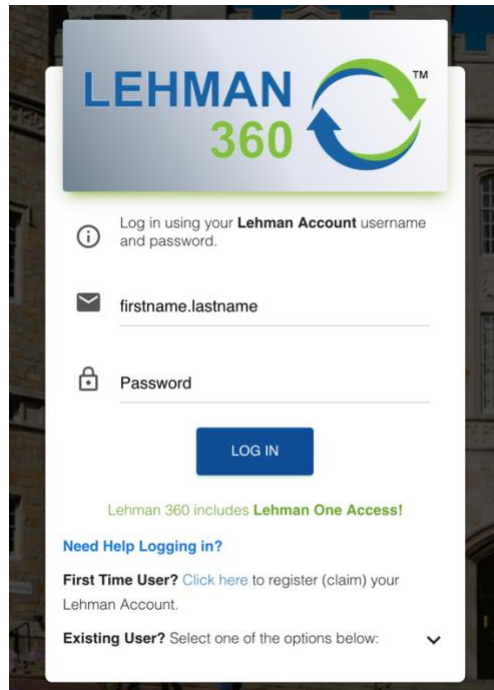


> Click Lehman 360

Lehman Logins

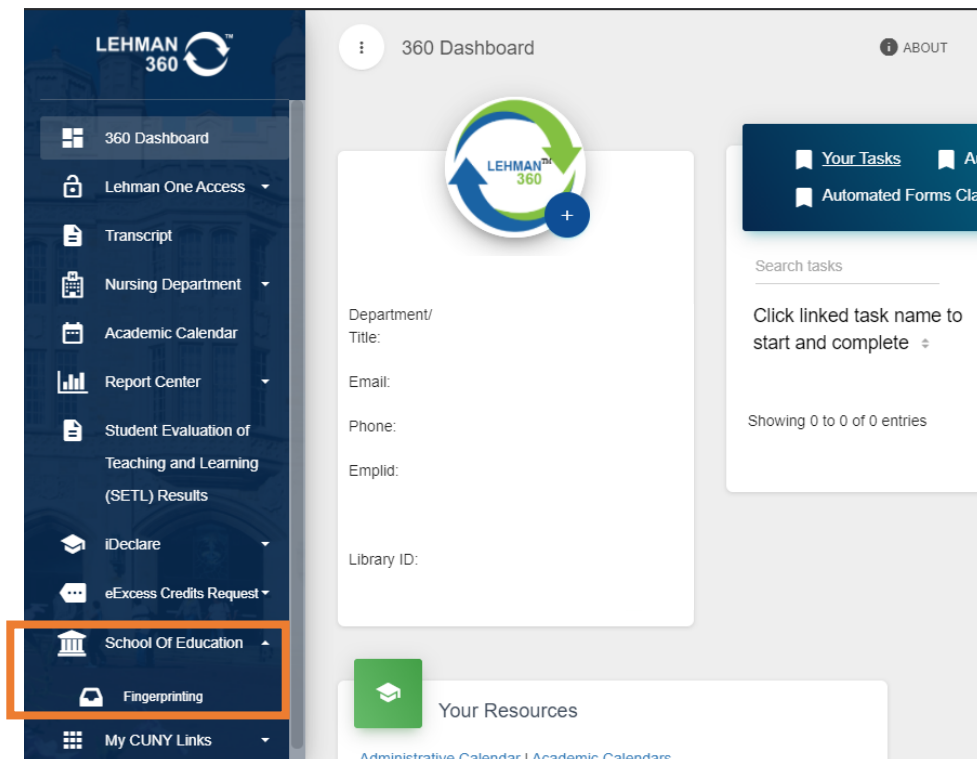
- › **Lehman 360** (Now includes Lehman One Access)
- › **Student Email**
- › **Faculty/Staff Office MS 365 Email**
 - › Note: for migrated users only
 - › Log-in to your email with your CUNYfirst username and password
- › **Advisortrac**
- › **Lehman Automated Forms** (ePAF, eCSP, eTime and others)
- › **Lehman Connect**
- › **Lehman Password Manager**
- › **Lehman Badges/Micro-credentials**

> Enter username and password (this is same login information used to access on-campus Wi-Fi) > Log In



The image shows a mobile login interface for Lehman 360. At the top is the Lehman 360 logo. Below it, a message says "Log in using your Lehman Account username and password." There are two input fields: "firstname.lastname" and "Password". A blue "LOG IN" button is centered below the fields. At the bottom, there are links for "Need Help Logging in?", "First Time User?" (with a "Click here" link), and "Existing User?" (with a dropdown arrow).

> School of Education > Fingerprinting



The screenshot shows the Lehman 360 dashboard. On the left is a dark blue navigation menu with the following items: "360 Dashboard", "Lehman One Access", "Transcript", "Nursing Department", "Academic Calendar", "Report Center", "Student Evaluation of Teaching and Learning (SETL) Results", "iDeclare", "eExcess Credits Request", "School Of Education" (highlighted with an orange box), "Fingerprinting" (highlighted with an orange box), and "My CUNY Links". The main content area is titled "360 Dashboard" and contains a "Your Tasks" section with a search bar and a list of tasks (currently empty). Below that is a "Your Resources" section with links to "Administrative Calendar" and "Academic Calendars".

> Complete the Fingerprinting Application for NYCDOE (New York City Department of Education)



Fingerprinting Application for NYCDOE (New York City Department of Education)

All Lehman College School of Education (SOE) students must be fingerprinted and pass a New York City Department of Education (NYCDOE) criminal background check prior to receiving fieldwork or student teaching placement assistance. Your status in the NYCDOE Personnel Eligibility Tracking System (PETS) and Lehman 360 must be listed as “Eligible” before you can be placed. Please follow the procedure below prior to receiving any assistance in securing fieldwork or student teaching placement.

Candidates who are already working full-time in NYCDOE schools receive PETS clearance directly with your school, not with Lehman College or Lehman 360.

STUDENT INFORMATION:

First Name: _____

Middle Name: _____

Last Name: _____

EMPLID: _____

Social Security Number _____

Date of Birth _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____ Phone Number _____

Lehman Email _____

Personal Email _____

Grad or Undergrad _____ Program _____

All information under Student Information (for example, first name, last name, etc.) will be pre-populated.

The Information above in Lehman 360 is accurate: *

Yes

No

If any of the information is incorrect, it MUST BE UPDATED IN CUNYfirst. Please follow [Registrar’s webpage guides for updating personal information](#) or write to clinical.practice@lehman.cuny.edu. However, we will only be able to describe the same procedure as written on the user guide webpage.

> Answer remaining questions > Submit

No

No, but I AM already fingerprinted by NYSED and would like to transfer my fingerprints to NYCDOE

Are you already fingerprinted by NYSED (New York State)? *

Yes

No

Not Sure

Primary Language: * English Secondary Language: Spanish

SUBMIT

NYCDOE Clearance:
You will receive (and be able to view) eligibility/clearance after all required steps are taken.
If you are listed as ineligible, please contact clinical.practice@lehman.cuny.edu.

NYCDOE Personal Eligibility Tracking System (PETS):
Eligibility Status: Pending
Your information was entered into NYCDOE Personal Eligibility Tracking System (PETS): Submitted to PETS.

Once you have submitted your application, your eligibility will be listed as “Pending”. You can check your updated status by logging into Lehman 360 > School of Education > Fingerprinting