



LEHMAN
COLLEGE



Office of the Registrar

iDeclare

Student Instructions

Welcome to iDeclare, the electronic Declaration of Academic Plan and/ or Sub-Plan process. iDeclare allows you to initiate a request to declare or change your Academic Plan (major) and/or subplan online. This process will arrange for the request to be reviewed by the appropriate departmental advisor for approval and processing.

Once you submit your iDeclare request, check "STATUS", located in the iDeclare main menu in Lehman 360.

*To access iDeclare, you must register your Lehman College account. Instructions are on page 4.

HOW TO INITIATE AN IDECLARE REQUEST

1. From the Lehman College home page, click "LOGIN" and select "LEHMAN 360"



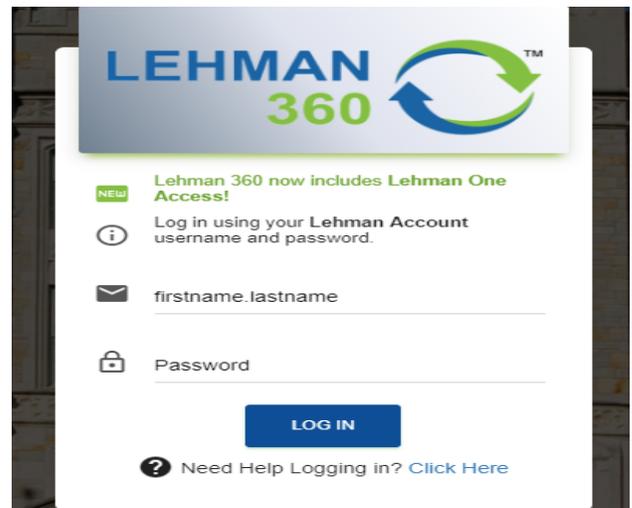
2. Enter your Lehman Account credentials:

A) FirstName.LastName*

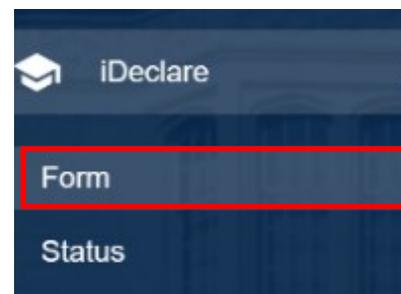
B) Password

- **New Freshmen / Transfer students who have not registered (claimed) their Lehman Accounts:** Follow instructions on page 4 and return to Step 2
- **Continuing Students:** Login using your Lehman Account credentials.

***Note:** In some cases, your Lehman Account username will be followed by a digit in the format of `firstname.lastname#`, where `#` is your assigned digit.

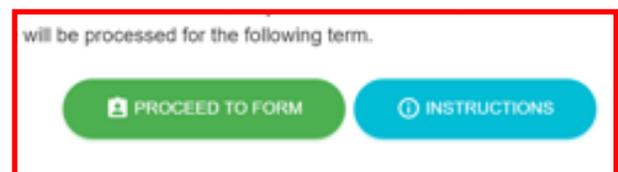


3. From the 360 Dashboard, click on "iDeclare" and select "Form".



4. To start, click **PROCEED TO FORM**.

Your information will be auto-populated



5. Declaring your Academic Plan*

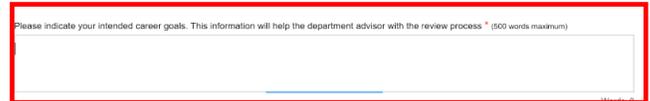
- If you are undeclared, the **“FIRST MAJOR”** option is pre-selected from the drop down menu; click **“ADD FIRST MAJOR”**
- If you already declared a major, select the appropriate options available

(The option(s) available are based on the academic data that exist on your CUNYfirst record)



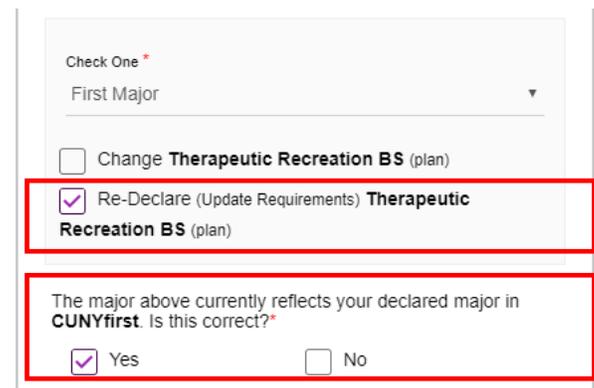
***For Second Degree Students (students who are entering Lehman and previously earned a Bachelor’s Degree):**

- Enter your intended career goals (required field)



***Students who need to follow updated major requirements (i.e. “Re-Declare” their major):**

- Select the appropriate Major or Minor from the drop down menu
- Click the **“RE-DECLARE”** option for your major. You will be prompted to confirm if the major is correct.
- If the your major is correct, select **“YES”** and proceed to Step 7. If your major is incorrect, select **“NO”**. An alert message will appear, prompting you to submit the iDeclare request as a change



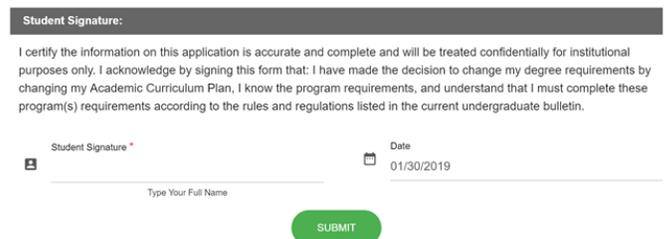
6. Select the Department & Academic Plan

- Select the department in which the Academic Plan is offered, then select the Academic Plan.
- If the Academic Plan as a Sub-Plan (Track, Concentration or Specialization), you must select one accordingly to proceed.



7. Complete the Request

- To finalize your request, type your first and last name in the field provided and click **“SUBMIT”**.



Congratulations! You have successfully submitted your iDeclare request.

Contact the department to inquire about the status of your request.

New Freshmen / Transfer students who have not registered (claimed) their

Lehman Accounts:

From Lehman 360 login, select the **“Click Here”** link below LOG IN to access the Lehman College Password Manager.

1. Select **“Register Your Lehman Account”**
2. Enter your:

Lehman Account Username: “FirstName.LastName*”

***Note:** In some cases, your Lehman Account username will be followed by a digit in the format of firstname.lastname#, where # is your assigned digit.

Lehman Account Default Password:

- The initial of your first and last name in upper case letters (i.e. Jane Doe = JD)
 - Followed by the year and month of your birth in the format “YYYYMM”
 - Followed by the 4th and 5th digits of you CUNYfirst EMPLID (i.e. 123**45**678)
3. Register your security questions and click **“SUBMIT”**
 4. Return to Lehman 360 login to enter your newly registered (claimed) Lehman Account credentials.
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Frequently Asked Questions

What Happens Next?

- Your request will be forwarded to the respective Department for approval.
- If your request is approved, it will be processed by the Office of the Registrar .
- If you have a hold due to declaring a major, it will be released from your academic record

How do I check the status of my submitted iDeclare request?

- Login to iDeclare and click “STATUS” located in the iDeclare main menu in Lehman 360.
- OR
- Contact the department to inquire about the status of your request.

If my request is still pending, what can I do?

- If your request is still pending, you can contact the department to inquire about the status of your request.
- ***Do not submit a duplicate request; it delays the approval process and increase processing times.***