Congratulations on your Admission to Lehman College as a Visiting Student!

This guide has been developed to provide you with answers to the commonly asked question, “What do I do next?” We hope you find this information to be helpful.

1. **Accessing all Lehman accounts:**
   You can access your email account, Lehman 360, CUNYfirst and all essential accounts here:
   [http://www.lehman.edu/logins/](http://www.lehman.edu/logins/)

2. **Claiming your CUNYfirst account**
   **STEP 1** Log onto CUNYfirst via the link at:
   [http://www.lehman.edu/logins/](http://www.lehman.edu/logins/)
   **STEP 2** Click First Time User
   **STEP 3** Enter information as requested
   **STEP 4** Choose Security Questions
   **STEP 5** Create Password

3. **Lehman email address**
   Takes 3 business days after you are registered to be established
   **STEP 1** Log onto [http://www.lehman.edu/live/](http://www.lehman.edu/live/)
   **STEP 2** Click Outlook Live Email Log-In
   **STEP 3** Your Student Username should be your firstname.lastname@lc.cuny.edu
   **STEP 4** Your default password is your Initials in UPPERCASE, Year of Birth, Month, and the 4th and 5th # of your EMPL ID. For example: Joe Smith August 5, 1978 EMPLID#20154789
   Default password: JS19780854
   **STEP 5** Create Password

4. **Blackboard**
   Blackboard is our online learning platform. You can access this resource here once you have claimed your CUNYfirst account:

5. **Academic calendar** with information about drop dates, refund/liability dates, and important dates.
   [http://www.lehman.edu/registrar/calendars](http://www.lehman.edu/registrar/calendars)

6. **Campus Map**
   [https://www.lehman.edu/about/campus-map](https://www.lehman.edu/about/campus-map)

7. **Parking**
   Parking permits are required to park in all student lots. Parking permits may be purchased in Shuster 078.

8. **ID**
   ID Cards are available in Shuster Hall, room 079. Student must have payment arrangements in place before obtaining an ID card. [http://lehman.edu/public-safety/id-schedule.php](http://lehman.edu/public-safety/id-schedule.php)

9. **IT Help Desk**
   If you are having any issues with any of your Lehman College accounts please visit:
   [https://www.lehman.edu/itr/help-desk](https://www.lehman.edu/itr/help-desk)

10. **Library**
    A full-service library facility is available online and in-person. Information and online resources can be found at:
    [http://lehman.edu/library/](http://lehman.edu/library/)

11. **Bookstore**
    The college bookstore sells materials for all Lehman College courses. Hours of operation and shop online services may be found at:
    [www.lehmanbookstore.com](http://lehmanbookstore.com)

12. **Requesting an official transcript when your final grade is posted**
    You can order your transcript online, 24 hours a day, 7 days a week, at:
    [https://www.lehman.edu/registrar/transcript-info.php](https://www.lehman.edu/registrar/transcript-info.php)

If you have any questions or need assistance, please contact us at visiting.students@lehman.cuny.edu.