New Students Account Registration Assistance

As you are a first time user, **you must follow all the steps below:**

1. **Click here** to visit the Lehman Account/E-Mail registration page.

2. From the Lehman Account/E-Mail registration page, click on **“Register Your Lehman Account”**.

3. On the account registration page, enter:
   a. The provided **Lehman Account/E-Mail Address** in the format “**firstname.lastname**” without “@lc.lehman.edu”. This Lehman Account/E-Mail Address has been emailed to you by the Office of the Vice President for Student Affairs.

   b. The default **Lehman Password**. The default password are the first initials of your first and last name, capitalized, followed by the 4-digit year you were born, 2-digit month of birth and 4th and 5th digit of your **CUNYfirst** EMPLID.

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

4. Return to the **Advisement Appointment page**

**Need Help?**

- [How to Retrieve My CUNYfirst EMPLID](#) Or You can also find your CUNYfirst EMPLID on your **MyLehman Page**
- [Login to CUNYfirst](#)  *(returning users)*
- [Claim Your CUNYfirst Account](#)  *(first time users)*
- [Reset Your CUNYfirst Password](#)
- [Change Your CUNYfirst Password](#)

If you need help Registering your Lehman Account, please contact our Help Desk at help.desk@lehman.cuny.edu, call (718) 960 - 1111, or visit the IT Center, Room 108, Carman Hall or the Library. For the Academic IT Center hours and more information, visit [http://www.lehman.edu/itr](http://www.lehman.edu/itr).