

# VISITING STUDENT RESOURCE GUIDE

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/>

## 2. Claiming your CUNYfirst account

STEP 1 Log onto CUNYfirst via the link at:

<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/>

STEP 2 Click Outlook Live Email Log-In

STEP 3 Your Student Username should be your [firstname.lastname@lc.cuny.edu](mailto: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:

<http://www.lehman.edu/logins/>.

## 5. Academic calendar with information about drop dates, refund/liability dates, and important dates.

<http://www.lehman.edu/registrar/calendars>

## 6. 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>

## 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>

## 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/>

## 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://www.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>

If you have any questions or need assistance, please contact us at [visiting.students@lehman.cuny.edu](mailto:visiting.students@lehman.cuny.edu).