



Students Guide for Lehman One Access

**Prepared by
Information Technology Division
Lehman College, CUNY
December 02, 2014**

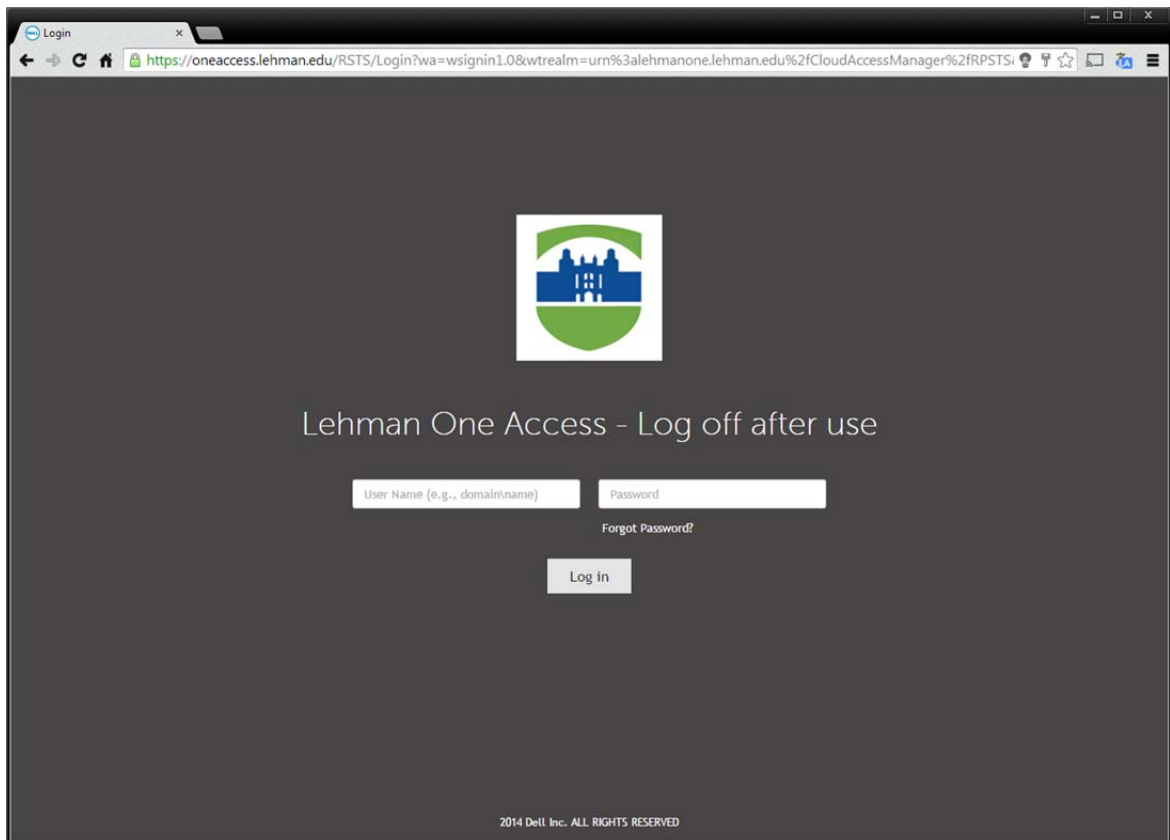
Lehman College is pleased to introduce “One Access”, a web portal to access multiple applications using your Lehman I.D. This tool solves the problem of having to remember several passwords required to login to CUNY and Lehman applications. This is called “reduced sign on”.

Benefits of using Lehman One Access application:

- Reducing password fatigue from different user name and password combinations.
- Reducing time spent re-entering passwords.
- Reducing time spent recovering a forgotten or expired password.
- Single place to access the Lehman & CUNY applications.

To Login to your Lehman One Access portal, please follow the steps indicated below:

1. Open up a browser and type in the following URL (<https://oneaccess.lehman.edu/>) and hit enter:



Lehman One Access - Log off after use

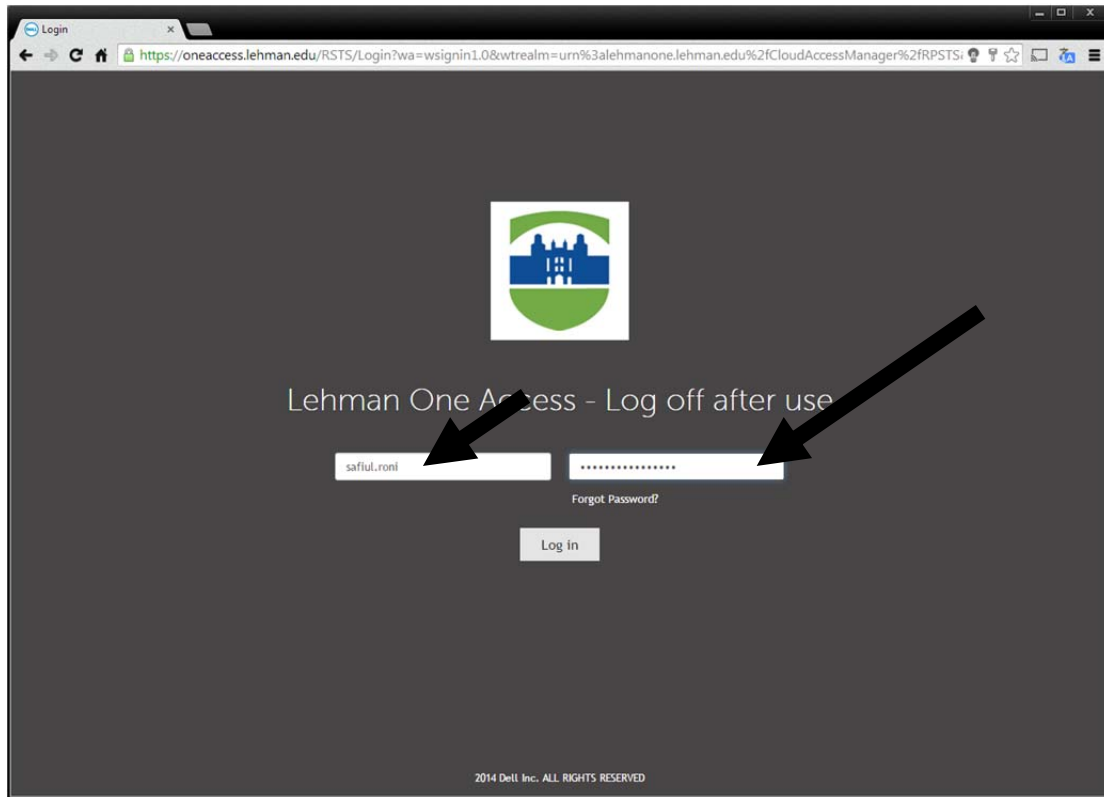
User Name (e.g., domainname) Password

Forgot Password?

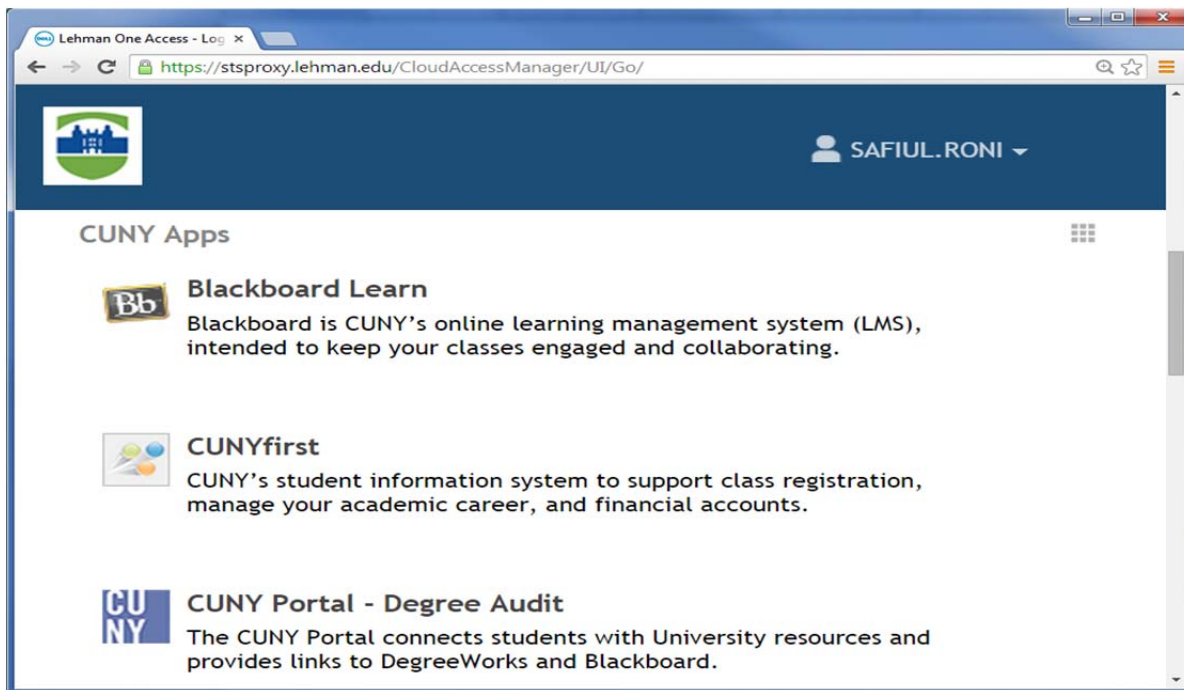
Log in

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2. Enter your Lehman Login credentials:

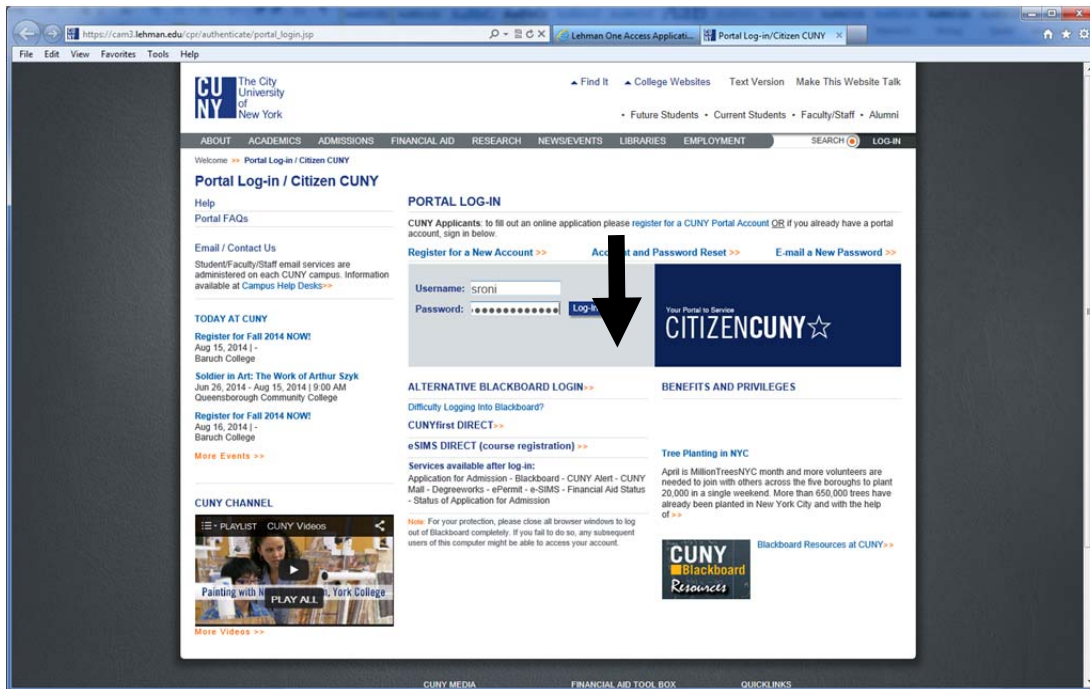


3. Below is a sample home page after successful login.

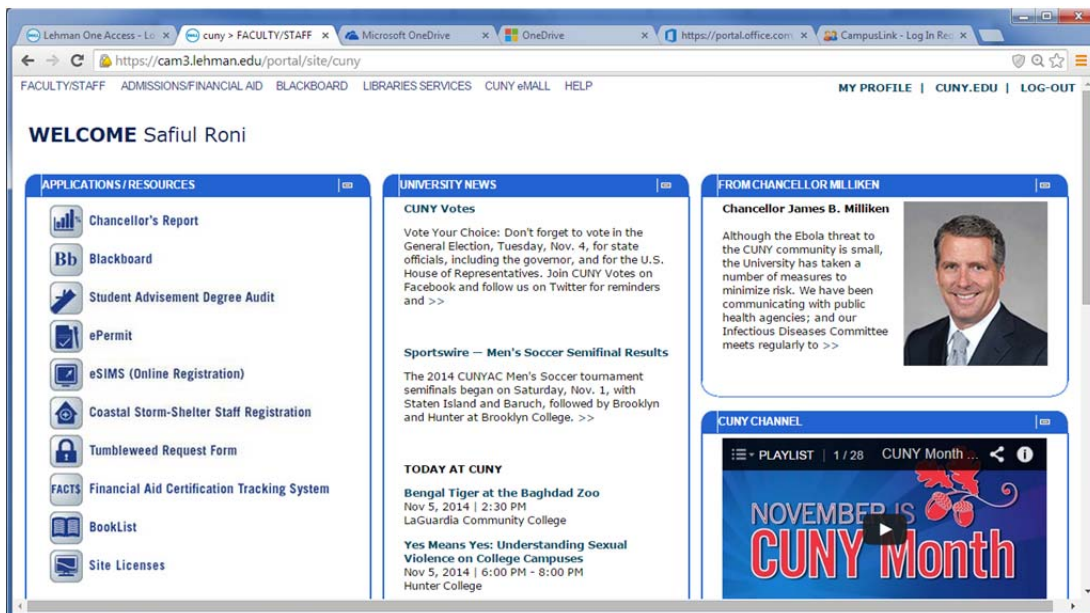


After your initial login, you may now configure this application based on your own preferences. For example, if you want to access a CUNY app and want login to Blackboard, simply click on the Blackboard icon and it will redirect you to the login screen and then follow the steps below:

1. Enter your CUNY Portal/Blackboard login credentials and hit enter or click on Log-In:



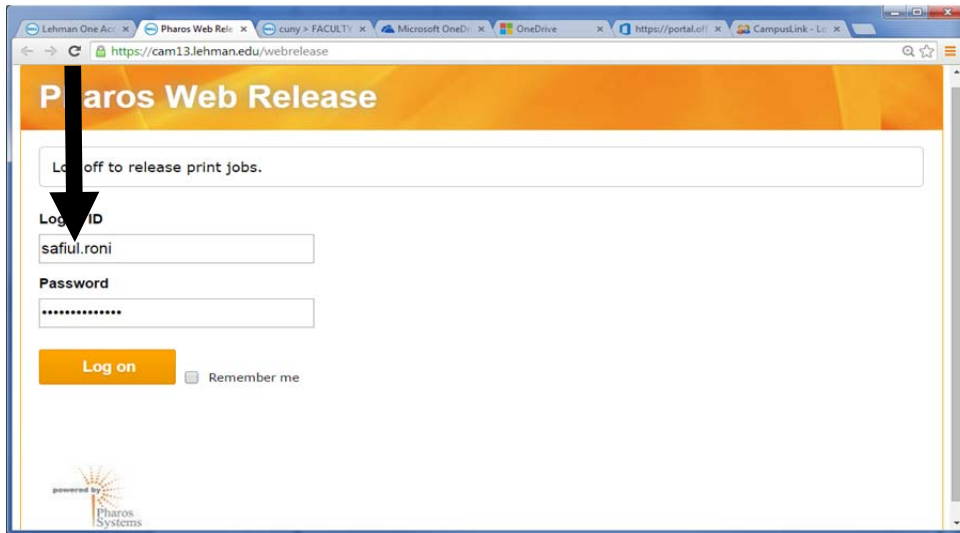
2. It will take you to the screen below:



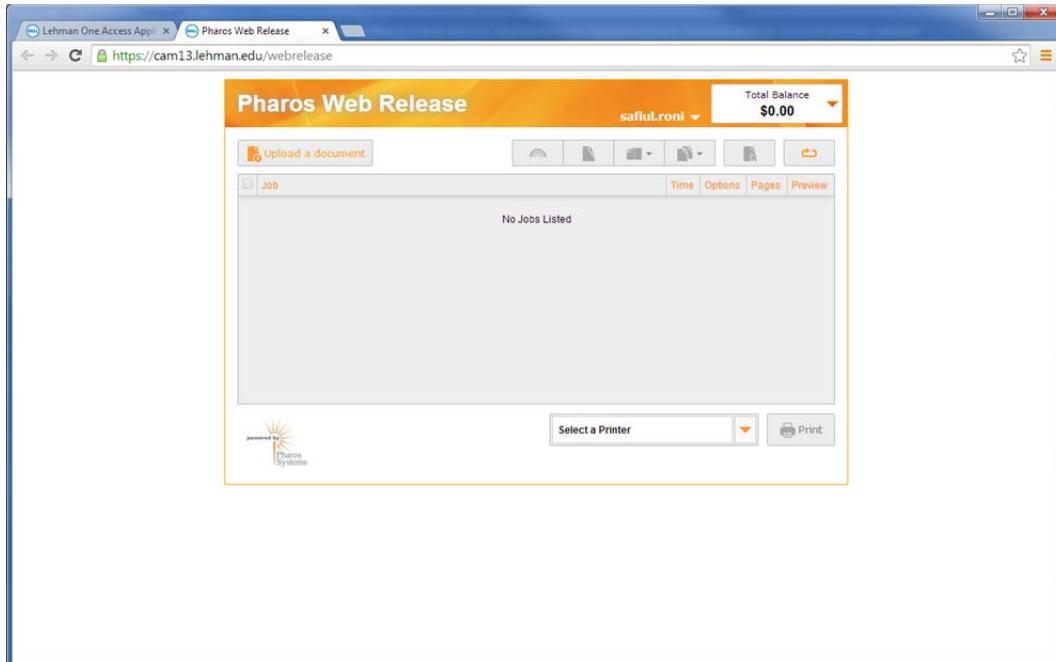
****Note:** Your password is saved automatically. Next time, when you login to CUNY Portal by using Lehman One Access, you won't have to enter your username and password.

You can also configure and use Lehman Apps through Lehman One Access. For example, if you want to access Student Printing App, simply click on the Student Printing icon and it will redirect you to the login screen page and then follow the steps below:

1. Type in your Lehman login credential.



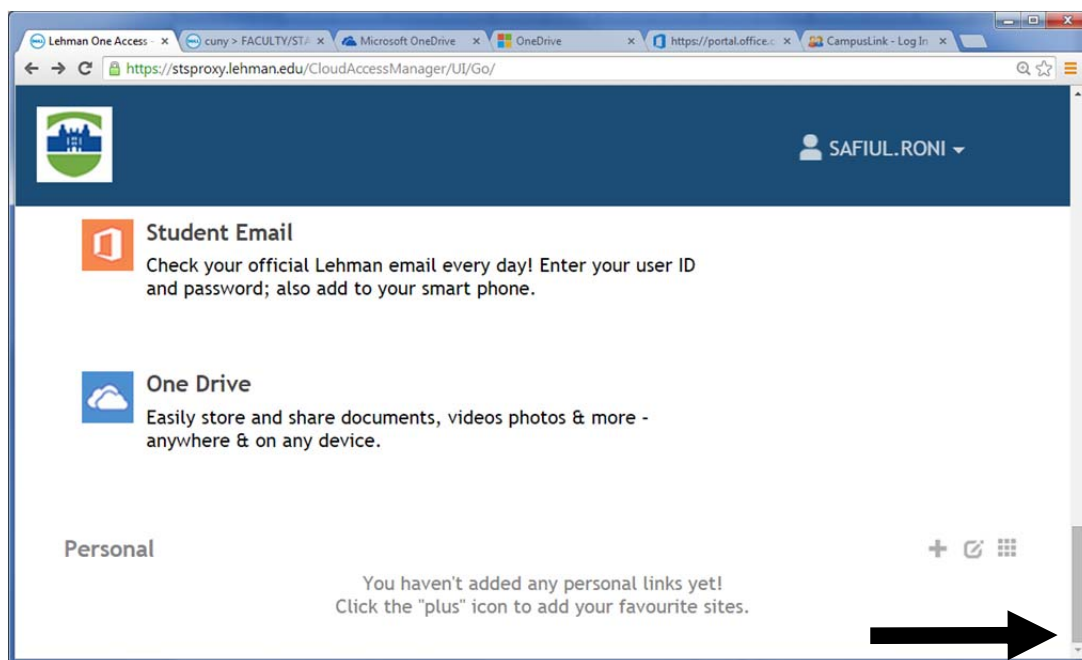
2. It will bring you to the screen below:



From here, you can choose to print on campus either by using a Lehman Computer or your personal computer (Laptop, tablet, etc). This screen also gives you some additional details, such as your printing balance, and selection of a printer. You can also launch a print job from off campus. You can find instructions here (<http://www.lehman.cuny.edu/itr/documents/mobile-printing-instructions.pdf>).

You can further personalize the home page of Lehman Once Access by adding your Facebook, Gmail, or LinkedIn, etc. accounts. In order to add your personal account, simply click on the + sign from your home page shown below and start adding our personal accounts.

You can further personalize the home page by adding your yahoo, gmail, LinkedIn, and Facebook accounts. In order to add your personal account, simply click on the + sign from your home page shown below and start adding your personal accounts.

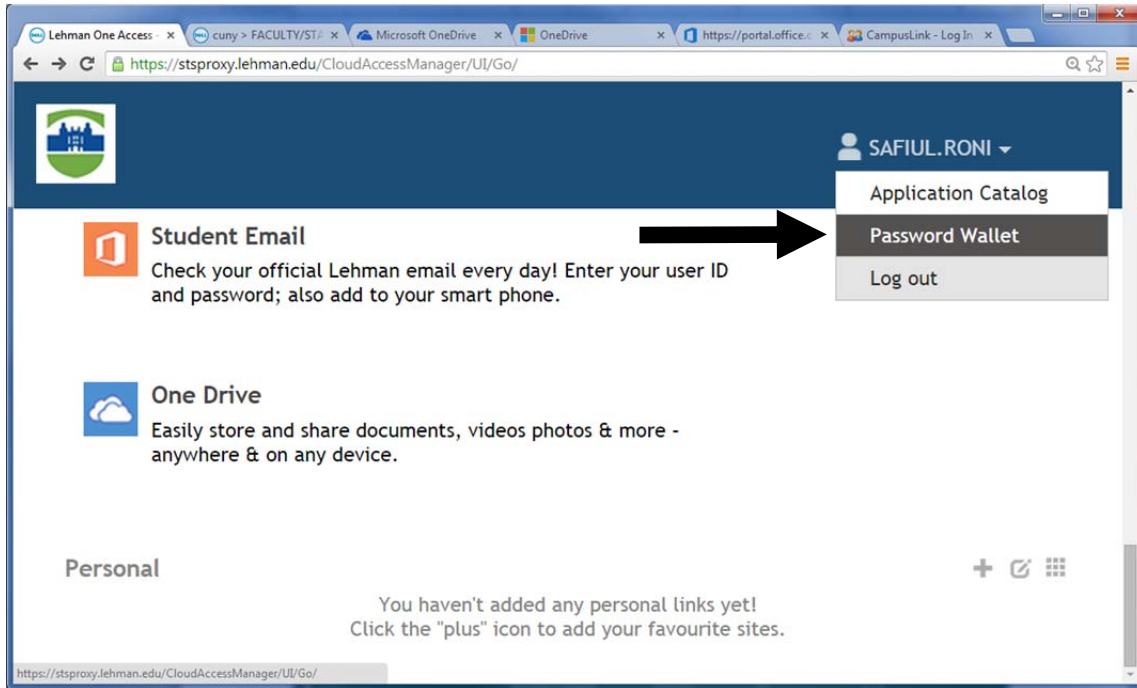


****Notes:**

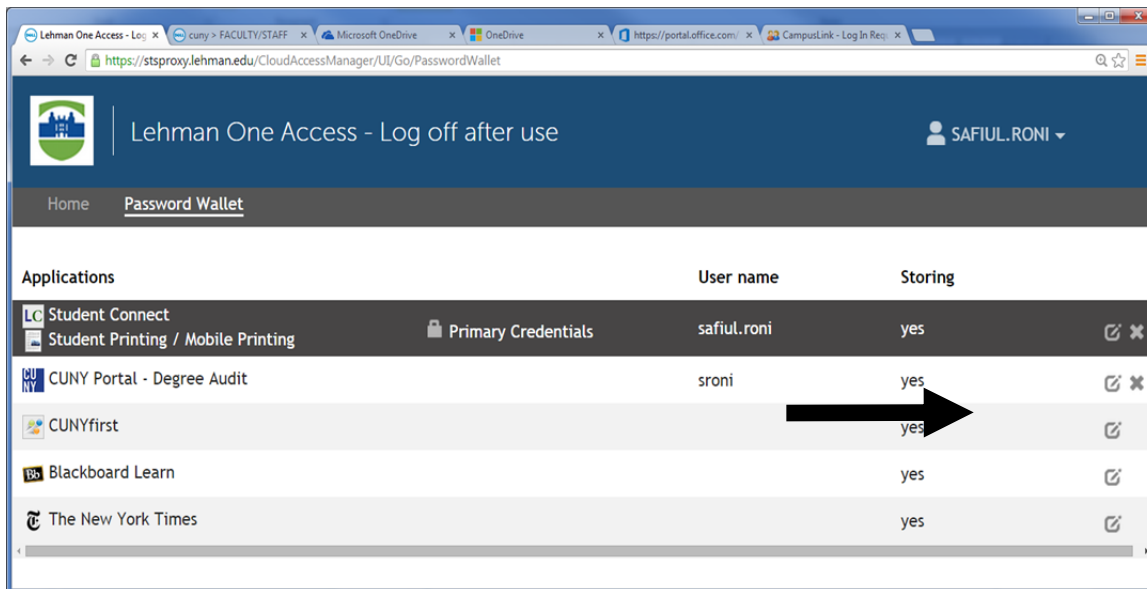
- 1) **Password Changes:** Please register your Lehman account in the Lehman Password Manager. This will allow you to easily recover a forgotten or expired Lehman password 24x7. Once a password is set to expire, the Once Access tool will let you know five days in advance.
- 2) You will need to go to the sources system (i.e. CUNYfirst) when your password expires. Then, edit/change your password with in the One Access application as well. if you do not edit/change your password in Lehman Once Access application and when you click on the application with the new password, the authentication will fail. At this point, you must put in your new password and it will automatically update your password wallet. Without editing/changing your password within Lehman One Access app, your configured apps will not work.

Follow the steps below to edit your password.

1. Click on Password Wallet:



2. Click on the edit button if you want to change CUNY Portal password for an example



3. It will bring you to the screen below. Now enter your new password and then click on save.

Lehman One Acces x cuny > FACULTY/S x Microsoft OneDrive x OneDrive x https://portal.office x CampusLink - Log | x

https://stsproxy.lehman.edu/CloudAccessManager/UI/Go/PasswordWallet/Edit/19

Home Password Wallet Edit

Password Wallet

Manage your credentials for: CUNYfirst

User name
safiu.roni10

Password
.....

Do not store my credentials

Save Cancel

If you have any questions please contact the Help Desk by phone at (718) 960-1111 or by coming into the Academic IT Center in Carman Hall Room 108 or the Library or email us at help.desk@lehman.cuny.edu.