



# IT @ Lehman Quick Facts for Faculty and Staff

Fall 2025

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|-------------------------|---|
| Lehman on the Web:      | <a href="http://www.lehman.edu">http://www.lehman.edu</a>                     |
| Lehman IT on the Web:   | <a href="http://www.lehman.edu/itr">http://www.lehman.edu/itr</a>             |
| CUNY on the Web:        | <a href="http://www.cuny.edu">http://www.cuny.edu</a>                         |
| Brightspace on the Web: | <a href="http://brightspace">http://brightspace</a>                           |
| CUNYfirst on the Web:   | <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> |

## Academic Information Technology Center, Plaza Level, Carman Hall

The **Academic Information Technology Center**, open to all students, faculty, and staff, houses a large open student lab, a faculty computer lab, and classrooms with fully networked Microsoft Windows and Apple Macintosh systems, printing and scanning facilities. The Academic IT Help Desk is in the Center. Users also have access to computers in the Leonard Lief Library and in departmental labs throughout the campus. You will need to swipe your valid CUNY Card with a photo ID or scan your Lehman 360 Digital ID to enter the Center. Visit <http://www.lehman.edu/itr> and select *Academic IT Center* for further information on the IT Center including hours of operation, software and hardware availability, and classroom reservation procedures.

## IT Help Desk

If you need help, the IT Help Desk is here to support you.

- Visit in person in Carman Hall Room 108 ([Hours of Operation](#))
- Call us at (718) 960-1111
- Use the [Chat Bot](#) and type “agent,” then select “IT Help Desk”
- Schedule an appointment via [LehmanQ](#). Or scan the QR code below:



***Please note that for security reasons, password changes cannot be completed via email. Users can go to the following account managers to reset their passwords. New users can also claim their accounts.***

- CUNY Login Account  
Username (firstname.lastname##, where ## are the last 2 digits of your EMPLID) & Password: [Manage your Account - CUNY](#)
- Lehman Login Account  
Username (firstname.lastname) & Password reset: [Lehman Login Account Manager](#)

## Office of Digital Inclusion (ODI)

IT is committed to student success and offers a variety of technology for the semester via its Loaner Program. The Office of Digital Inclusion uses LehmanQ. Schedule an appointment with ODI by clicking this link: <https://lehman.edu/office-of-digital-inclusion> or scan the QR code below.

Location: Carman Hall – Plaza Level – Room 140

Telephone: (718) 960-5692

Email: [digital.inclusion@lehman.cuny.edu](mailto:digital.inclusion@lehman.cuny.edu)



## The Multimedia Center

The Lehman College Multimedia Center, located on the two lower levels of Carman Hall, includes studios, classrooms and state-of-the-art video and audio editing equipment serving both Lehman College and the New York artistic community. For further information, visit <http://www.lehman.edu/mmc>.

## Training and Documentation

In addition to the Help Desk, IT provides a variety of online and in-person training and self-help resources including workshops, videos, FAQs, and reference guides. Please see link for reference guides: <https://www.lehman.edu/itr/it-faculty-staff.php> Throughout the semester, we offer several IT professional development online workshops designed to introduce faculty and staff to IT services. For further information, contact [itr.workshops@lehman.cuny.edu](mailto:itr.workshops@lehman.cuny.edu).

Useful Links:

- ☐ [Help Desk Frequently Asked Questions](#)
- ☐ [Documentation](#)

Skillsets Online is a FREE online learning platform for IT and Professional Development courses available to Lehman faculty, staff and students. To receive an account or accounts for students in your class for Skillsets Online, please e-mail: [itr.workshops@lehman.cuny.edu](mailto:itr.workshops@lehman.cuny.edu)

## Accounts and Online Services

Lehman staff and faculty receive two separate and distinct computer accounts shortly after they begin their employment at the College:

- CUNY Login Account
- Lehman Login Account

Each account is composed of an identifier unique to the owner, referred to as a *userid* or a *username*, and a *password* that secures access to the account. Account holders are expected to be familiar with the management of the accounts and with the services the accounts provide.

## **Strengthening Cybersecurity at Lehman College**

Over the past year, 2024-2025, we have been preparing a series of cybersecurity initiatives aimed at strengthening our digital infrastructure. These efforts reflect our ongoing commitment to safeguarding the Lehman community, while also simplifying access and aligning with evolving CUNY standards. Among these initiatives, the implementation of Multi-Factor Authentication (MFA) for CUNY Login has become especially urgent, given the renewed and aggressive cyberattack activity targeting colleges and universities nationwide, including CUNY. These changes will directly impact on how faculty, staff, and students log in to and manage both their Lehman and CUNY accounts. Lehman applications such as Lehman 360, LOMRS, and ProcessMaker Automated Forms are now using CUNY Login Single Sign-On (SSO). Users will be able to access these services with the same credentials used for CUNYfirst, Brightspace, and Navigate.

Beginning July 7, 2025, all faculty and staff will be required to use MFA with their CUNY Login credentials to access SSO-enabled applications. This added layer of security will expand to students from August 2025 – September 2025. Microsoft Office 365 will continue to use Microsoft’s native Multi-Factor Authentication (MFA) functionality. This is separate from the Oracle-based MFA used for CUNY Login. The look, feel, and user experience of the Microsoft MFA prompt will remain the same.

## **Lehman Login Account**

Your Lehman username is usually composed of your first name and last name separated by a period (*firstname.lastname*) with all special characters such as spaces, apostrophes and hyphens removed. For example, Jane Smith’s username is likely to be **jane.smith**. Users can use the [Lehman Login Account Manager](#) to activate and manage their Lehman account.

Your Lehman username provides access to Lehman online services including:

- [Lehman Badges/Micro-credentials](#)
- [Lehman Login Account Manager](#)
- [Lehman WCMS](#)
- [Lehman Student Email](#)
- [Lehman Wireless](#)
- Student Printing Services (through Lehman 360)
- Palo Alto Global Protect VPN

To reset your password, use Password reset: [Lehman Login Account Manager](#)

## **MS Office Email for Faculty and Staff**

You can login to Lehman email with your CUNY Login username and associated password through the Login menu or by going directly to Exchange webmail at <https://www.lehman.edu/logins/>. Your Lehman email

address is your username followed by “@lehman.cuny.edu.” For example, Jane Smith’s email address would be [jane.smith@lehman.cuny.edu](mailto:jane.smith@lehman.cuny.edu). For further information on Exchange email including configuring your desktop clients and smartphones to receive and send mail, and collaboration features such as shared calendars and sending meeting invitations, visit our Email Support page on the IT website at [Information Technology Division - Lehman College](#).

## CUNYfirst

CUNYfirst is CUNY’s web-based, administrative services system. To use CUNYfirst you must activate or “claim” your CUNYfirst account by visiting <https://home.cunyfirst.cuny.edu> and selecting the **New User** link. (You can also reach CUNYfirst by selecting CUNYfirst Login from the Login menu on the Lehman Home Page.) For further information on this process and on managing this account, visit <http://www.lehman.edu/cunyfirst>.

At the completion of the activation process, you will have a CUNYfirst userid composed of your first name and last name separated by a period and followed by a two-digit number and a password that you create. You will also receive an eight-digit ID number referred to as an EMPLID (pronounced “emple id”). The last two digits of the EMPLID are the two digits at the end of your CUNYfirst userid. For example, Jane Smith’s CUNYfirst userid might look like **Jane.Smith22** and her EMPLID might be **10843422**. Once you claim your account, you can login to CUNYfirst at <https://home.cunyfirst.cuny.edu> to access services such as the Faculty Center to view your class schedule, verify student attendance and enter grades.

CUNYfirst sends notifications, including reminders that your CUNYfirst password is about to expire, to your Lehman email account. If you find that you do not have access to all the CUNYfirst features that you need for your work, you may need to submit a CUNYfirst Security Access Form to have your profile modified. Please email [cunyfirst.help@lehman.cuny.edu](mailto:cunyfirst.help@lehman.cuny.edu) for assistance.

If you activated your CUNYfirst userid at another CUNY campus that is using CUNYfirst (most are by now), you will continue to use the same userid, password and EMPLID at Lehman.

## Brightspace Learning Management System

Brightspace is the new Learning Management System. For more information on Brightspace and register for training, please click here: <https://lehman.edu/itr/brightspace/faculty-resources/>

To login into Brightspace please click on the link: [Brightspace Login](#)

For help with Brightspace, please see below:

For self-paced Brightspace training, please visit the [Learning Hub](#).

For technical support or assistance, please e-mail [Faculty.Help@lehman.cuny.edu](mailto:Faculty.Help@lehman.cuny.edu).

For help with course design, teaching strategies, or Brightspace best practices, visit the “[Course Readiness](#)” module in the [Learning Hub](#). There, you can post questions in the “[Course Readiness Q&A](#)”

discussion forum—a space actively monitored by our instructional support staff, who will respond to your inquiries.

### **Brightspace Office Hours Support for Faculty and Staff (Weekdays, Nights and Weekends)**

IT Support Services and Center for Teaching and Learning (CTL) staff are now offering 30-minute one-on-one office hours to support you with Brightspace setup, design, and instructional planning. These sessions are available during regular business hours (9:00 a.m. – 5:00 p.m.), as well as evening and weekend hours to fit your schedule. Please use our [Bookings page to schedule a time that works for you](#).

### **Lehman College Mobile App**

Lehman introduced Lehman College App – an app for your mobile devices. The app may be downloaded from the App Store on iTunes (for IOS devices such as the iPhone) and from Google Play Store (for Android devices) at no charge. Search for "Lehman College" to find the app.

### **Multifactor Authentication (MFA)**

Multifactor Authentication, also known as MFA, is a tool to minimize attacks that attempt to steal log-in credentials and has become a standard in most organizations. In **July 2025** Multi-Factor Authentication (MFA) was **enabled for your CUNY Login** across all applications that use the CUNY Login Single Sign-On (SSO). This change enhances the security of your account and protects the broader CUNY community. To ensure a smooth experience, please complete the following steps:

**Step 1:** Set up at least one MFA factor using the [CUNY Login MFA Self-Service](#) portal. This is a **one-time setup**. **Important Note:** If you visit the MFA Self-Service portal more than three times **without completing your setup**, your account may be **locked out**. If this happens, you will need to contact the IT Help Desk.

**Step 2:** When logging into any CUNY Login SSO-enabled application (CUNYfirst, Brightspace, Navigate, Lehman 360, Lehman Automated Forms, etc.), you will be prompted to enter a One-Time Passcode (OTP) from your registered MFA factor.

### **Lehman Login Account – MFA**

To set up your MFA click on the Lehman Login Account Manager. Questions, please contact the Help Desk at [help.desk@lehman.cuny.edu](mailto:help.desk@lehman.cuny.edu)

### **VPN Access - MFA**

For set up instructions for Multi-Factor Authentication (MFA) for remote access to the Lehman College network, please click on link: [Connecting to Palo Alto global protect \(VPN\)](#).

## **Classroom Technology**

Lehman provides classroom technology with HyFlex capabilities. The Classroom Technology Support Services (CTSS) unit provides state-of-the-art equipment and support services to meet the current and future needs of students and faculty across the college community. The Hyflex features in the classroom include touch screen control panel, audio visual components (projector, camera, multiple displays, interactive monitor, microphones, and speakers). Our goal is to transform the teaching and learning experience using technology-based resources and superior tech support. For more information regarding Classroom Technology support services including classroom technology trainings, equipment reservations and the rapid response unit, please click on link here:

<https://www.lehman.edu/itr/ctss/>

E-mail: [room.tech@lehman.cuny.edu](mailto:room.tech@lehman.cuny.edu)

Telephone: (718) 960-7898

### **Hours of Operation**

Mon-Thu 8:00AM - 9:00PM

Fri 8:00AM - 6:00PM

Sat 9:00AM - 2:00PM

## **CUNYBuy**

CUNYBuy provides a full suite experience starting July 2023. Based on your role, you can:

- Create Marketplace and Non-Marketplace Requisitions and more!

Please visit the CUNYBuy training portal:

<https://cuny907.sharepoint.com/sites/CUNYBuy>

Also, the CUNYBuy login is now available in the Lehman Logins web page at:

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