IT @ Lehman Quick Facts for Students

Fall 2025

Lehman on the Web:	http://www.lehman.edu
Lehman IT on the Web:	http://www.lehman.edu/itr
CUNY on the Web:	http://www.cuny.edu
Brightspace on the Web:	http://brightspace.cuny.edu
CUNYfirst on the Web:	https://home.cunyfirst.cuny.edu

Academic Information Technology Center, Plaza Level, Carman Hall

The **Academic Information Technology (IT) 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 Center 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 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. Using the website or 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.
- Lehman Login Account
  Username (firstname.lastname) & Password reset: Lehman Login Account Manager
- CUNY Account
  CUNY Username (firstname.lastname##, where ## are the last 2 digits of your EMPLID) & Password:
  Manage your Account - CUNY

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

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 students 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://lehman.edu/itr/student-workshops.php Early in the semester, we offer our "Getting IT" workshops designed to introduce students to IT services. 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.
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 students. To receive an account for Skillsets Online, please email: itr.workshops@lehman.cuny.edu

Accounts and Online Services

Lehman students receive three computer accounts shortly after they enroll in the College:

- CUNY Login Account
- Lehman Login Account (used for wi-fi, student Printing, Lehman computer labs)
- Lehman Username (Student Printing, Wi-fi, Computer Center Computer access)
- Lehman Student Email
- CUNY Login (CUNYfirst, Brightspace and other CUNY apps including Microsoft 365)

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

Your Lehman username and password

Students are informed of their Lehman username (and email) once they become eligible to enroll. If you have not received this information, contact the Academic IT Center Help Desk.

Your Lehman username provides access to Lehman online services including:
- **Lehman Badges/Micro-credentials**
- **Lehman Login Account Manager**
- **Lehman Student Email**
- **Lehman Wireless**
- Student Printing Services (through Lehman 360)

Your Lehman username is usually composed of your first name and last name separated by a period (e.g., *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**. Your Lehman username is **not** case-sensitive. In some cases, a username may have a numeric suffix (e.g., *firstname.lastname2*) if a student with the same name already exists in the system. If someone with Jane's name is already in the system, her username might be **jane.smith1**.

Before using your Lehman username and password for the first time, visit the Lehman Login Account Manager.
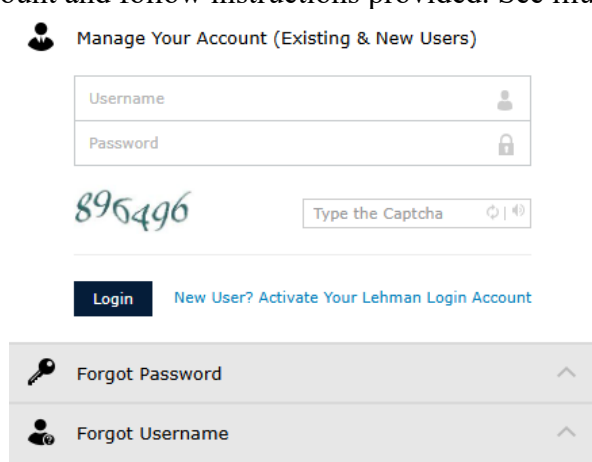
Lehman College Mobile App

Lehman College Mobile 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.

Student Email on Microsoft Office 365

All Lehman students receive an email address on Microsoft's Office 365 within a few days of registering for classes for the first time. Your student email address is composed of your Lehman username followed by "@lc.cuny.edu" (*firstname.lastname@lc.cuny.edu*). For example, Barbara Smith's email address might look like barbara.smith@lc.cuny.edu. You can look up your email address on CUNYfirst (see below) or contact the Academic IT Center Help Desk for assistance.

Students must claim their email account through the Lehman Login Account Manager click on new user activate your Lehman Login account and follow instructions provided. See illustration below:

Students should activate their email accounts as soon as possible and check email regularly. **The College uses email to communicate critical information to students regarding registration, financial aid, and other student services**; Lehman email is used for communication between instructors and students especially for those in online courses. Automated notifications from CUNYfirst and reminders that your passwords are about to expire and need to be changed are also sent to your Lehman email.

Brightspace

Brightspace is the new Learning Management System which repl**a**ced Blackboard. For more information on Brightspace, please click here: **https://www.lehman.edu/itr/brightspace/student-resources/**

To login into Brightspace please click on the link: Brightspace Login

For help with Brightspace, please see below:
📘 **Brightspace Orientation for Students**
This quick nano course helps you learn to use Brightspace tools, submit assignments, and check grades.
💬 Includes a staff-monitored Q&A forum for your questions
👉 Start the Nano Course

CUNYfirst

CUNYfirst is CUNY's web-based, administrative services system. Students use CUNYfirst to register for classes, plan their academic programs, look up grades, check financial aid and tuition, and pay bills.

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 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**. 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 log into CUNYfirst at https://home.cunyfirst.cuny.edu to view your records, check the class schedule, register for classes, etc.

CUNYfirst sends notifications, including reminders that your CUNYfirst password is about to expire, to your Lehman student Office 365 email address.

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

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.

MS Applications – MFA

MFA adds an extra security layer to Microsoft Office 365 by requiring a verification code to authorize account access via an app or by text message to your phone. MFA is enabled for MS 365, including your Lehman email, MS Word, Excel, Teams, PowerPoint, etc. MFA can be enabled via one of two methods: Mobile Device or Microsoft Authentication App.

CUNY Login - MFA

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