



**Lesley**  
UNIVERSITY

**Technology Services for Students**

## Welcome to Lesley University!

Technology Support Services is your first line of support when it comes to all your technical needs. Have questions? We've created a searchable database at **support.lesley.edu** of solutions and step-by-step directions with photos and instructional videos for many topics. You'll also find the answers to many frequently-asked questions, so be sure to check here first for a quick solution. If you're unable to find the answer to your question, we're here to help. Reach out to us via phone, e-mail, chat, social media, or in person.

## How to Manage Your Password

Your Lesley account password will log you in to all major university services like LOIS, MyLesley, email, etc. If you need to change your password, go to *password.lesley.edu*.

## Lesley Accounts

### LOIS

*lesley.edu/lois*

LOIS (Lesley Online Information System) is your single point of contact for your administrative account information. Use it to do things like:

- Pay your bill
- Register for classes
- View/order a transcript
- Obtain financial information
- View your academic profile

### MyLesley (Blackboard)

*my.lesley.edu*

MyLesley is an online course management system. Use it to do things like:

- View class assignments and syllabi
- Have class discussions
- Submit assignments
- Access Library databases
- Shortcut to many useful Lesley links

### Email

*lesley.edu/email*

Lesley email is your official means of communication while attending school here. To log in via the web, go to *lesley.edu/email*. You can also easily set up your Lesley email on your smartphone or computer using instructions in our knowledge base.

## How to Connect to the Internet

### Wired

1. Locate the white network box in your room
2. Plug your Ethernet cable into the red network port
3. Open your internet browser and visit **www.lesley.edu**
4. Enter your **username** and **password** and click **Accept**

### Wireless

1. Connect to the eduroam wireless network. Here are directions on how to download eduroam on your devices - [bit.ly/EduroamArticles](http://bit.ly/EduroamArticles).
2. Remember to use your Lesley username (*including the @lesley.edu*) when setting up eduroam.

## Devices/Services in Dorm Room

### Gaming Consoles

You can register your gaming devices on our network yourself! Here is an article with information:  
[bit.ly/LU-browserless](http://bit.ly/LU-browserless)

### Printers

We suggest you hook up your printers via USB. For security purposes, we do not support wireless printing.

## Laptop Program

The *Lesley University Laptop Program* is a comprehensive service for students to purchase a laptop and receive technical support for their personally owned computers regardless of where the computers were purchased. Services include repair, virus removal, software installations, and component upgrades. Visit [support.lesley.edu](https://support.lesley.edu) and search for the Laptop Program article for details.

## Discounts

[bit.ly/lu-discounts](https://bit.ly/lu-discounts)

### Microsoft Office

[bit.ly/Download-Office365](https://bit.ly/Download-Office365)

As long as you are a student at Lesley, you can install Microsoft Office for free on your personal computers and tablets. Visit the URL above to get started!

### GovConnection

[govconnection.com/lesley](https://govconnection.com/lesley)

Take advantage of our preferred vendor for technology and accessories.

### Adobe Creative Cloud

[lesley.onthehub.com](https://lesley.onthehub.com)

You are eligible to lease this software at a 68% discount, which comes to \$19.99/mo.

## Printing

[lesley.edu/papercut](https://lesley.edu/papercut)

### Printer Locations

[bit.ly/lu-labsprinters](https://bit.ly/lu-labsprinters)

There are public printers available to students on every campus, and some are available 24/7 so that you can print at any time of day. Visit the link above for a complete list of public printers and their locations.

### Initial Credit - \$17.50

Upon first logging in to the print system, you will be given a \$17.50 credit in order to cover printing for registration and for other important documents you may need to get started during your first semester.

### Annual Credit - \$15

Each year on January 1st, all users will be given \$15.00 in print credits, until the maximum of \$62.50 has been reached. For many students, this credit is more than sufficient to cover all of their printing needs throughout the year.

### Additional Credit

If you find that you do a lot of printing and run out of credit, you may purchase additional printing by transferring value from your Lesley Card (CashLynx). To add value to your Lesley Card, and for instructions on transferring value to the Print System please visit [www.lesleycard.com](https://www.lesleycard.com).

### Web Print

You can print to the lab printers from your own computer! As long as you are connected to the Lesley Network (wireless or wired), you can print to the public lab printers from your personal laptop or desktop. Supported file types are Word, Excel, Power Point, PDF, and XPS.



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