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. If you're unable to find the answer to your question, we're here to help. Reach out to us via phone, email, 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, the network, 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:

- Enter your Leave from Campus hours (if applicable)
- Update your chosen name
- Add an alternate email for a password reset

MyLesley (Blackboard)

my.lesley.edu

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

- Access community forums
- Access Library databases
- Access Hoonuit
- Shortcut to many useful Lesley links

Email

lesley.edu/email

Lesley email is your official means of communication and will be installed on your Lesley-issued computer. 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 office
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.
2. Remember to use your Lesley username (including the @lesley.edu) when setting up eduroam.

Printing

Toshiba Printers

The Copy Center is available for your printing needs. If you need to have your computer connected to a Toshiba multi-function printer you can reach them at 617.349.8980 or **document@lesley.edu**

HP Printers

If you have a departmental or personal HP printer and require assistance IT is available at 617.349.8770 or **it@lesley.edu**

Laptop Program

The *Lesley University Laptop Program* is a comprehensive service for faculty and staff to purchase personal laptops 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* and search for the Laptop Program article for details.

Note: The Laptop Program is not applicable for your Lesley-issued computer. If you have any issues with your Lesley-issued computer, contact IT for repairs, questions and requests.

Discounts

bit.ly/lu-discounts
Find technology based educational discounts.

Microsoft Office
bit.ly/Download-Office365

If you work at Lesley, you can install Microsoft Office for free on your personal computers and tablets. Visit the URL above to get started!

Adobe Creative Cloud

The Adobe Creative Cloud is now part of the standard suite of applications available on all Lesley-owned computers.

GovConnection
govconnection.com/lesley

Take advantage of our preferred vendor for technology and accessories.

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