

myLesley Introduction & Tour

OVERVIEW

myLesley provides an online environment to complement your in-class learning experience, providing ready, online access to your course or can act as your “classroom” for a fully online course. You can access and edit courses and access the library online databases from any location through the convenience of a web browser.

Students are automatically enrolled in myLesley courses once they have registered officially for that course. Students who drop a course are also automatically unenrolled in the myLesley course. Faculty should direct students who are missing from their myLesley course to the Registrar’s office or site coordinator. Faculty cannot add or remove students. This is done through the official roster.

Faculty have access to a course 12 weeks prior to the course start date in order to set up the course before students have access. Students who are officially enrolled see the course 8 weeks prior to the course start date.

myLesley
Let's wake up the world.

Home Help Login

myLesley support portal
my account preferences

welcome

Email Services Go! Lesley Hotlinks Go! Calendars + Portals Go! Community Sites Go! Photos/Video/Music Go! News + Info Go!

myLesley Login
Login to myLesley here.
Username:
Password:
Login

myLesley Support and System Updates
LOIS and Colleague will be unavailable on Wednesday morning, April 16th from 6:00 - 9:00 a.m. EDT.
[What's my username?](#) [I don't know my password!](#)
For best results when using myLesley, the recommended browser is [Firefox](#). If you are using Internet Explorer or Safari, you may experience problems with certain text, images or videos. AOL is not a supported browser.
If you need assistance with myLesley phone 1-888-myLesley or [get help online](#).
[University Technology Help Center](#)
Web Course Registration

University News Headlines
[make my home page](#)
SPECIAL ANNOUNCEMENT
myLesley "welcome" Tab and Login Experience Now Improved, Based on Your Feedback
 [Lesley University Receives \\$136 Million from Gift of Former Trustee Frank C. Doble Largest Gift in University's History Triples Endowment Fuels Growth, Scholarship and New Facilities](#)
 [Lesley Students Continue to Give Back on Alternative Spring Break](#)
 [Sigma Tau Delta welcomes Wicked author Gregory Maguire](#)
Info provided by the [Office of Public Affairs](#)

Lesley Events Calendar
Month at a Glance: **Featured Events**
S M T W T F S
13 14 15 16 17 18 19
20 21 22 23 24 25 26
• [Collective Alchemy I Fine Arts Senior Exhibition](#)
| Mon 04/14 | 6:00 PM

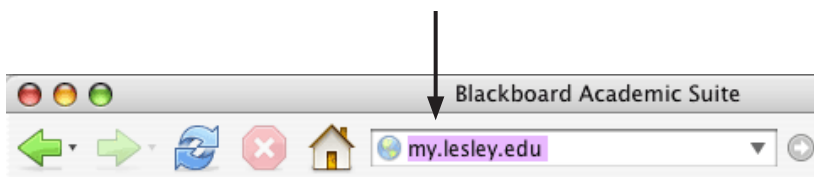
myLesley Introduction & Tour (continued)

HOW TO LOG INTO MYLESLEY

1. Open a web browser by clicking on the icon from the desktop:

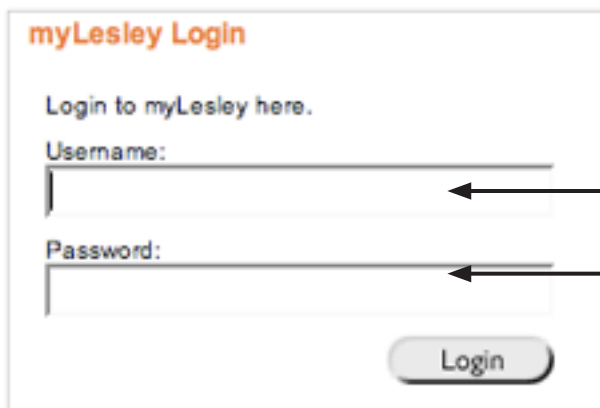


2. Type in my.lesley.edu in the address bar at the top



- No http or www
- Type in the address fully and hit enter

3. On the Welcome page type in your Lesley Username and Password in the myLesley Login area



Your myLesley username and password are the same as your Lesley email and LOIS login.

You can always call **1-888-mylesley** if you need password assistance.

myLesley Support and System Updates

[What's my username?](#) [I don't know my password!](#) ←

If you need assistance with myLesley phone 1-888-myLesley or [get help online](#).

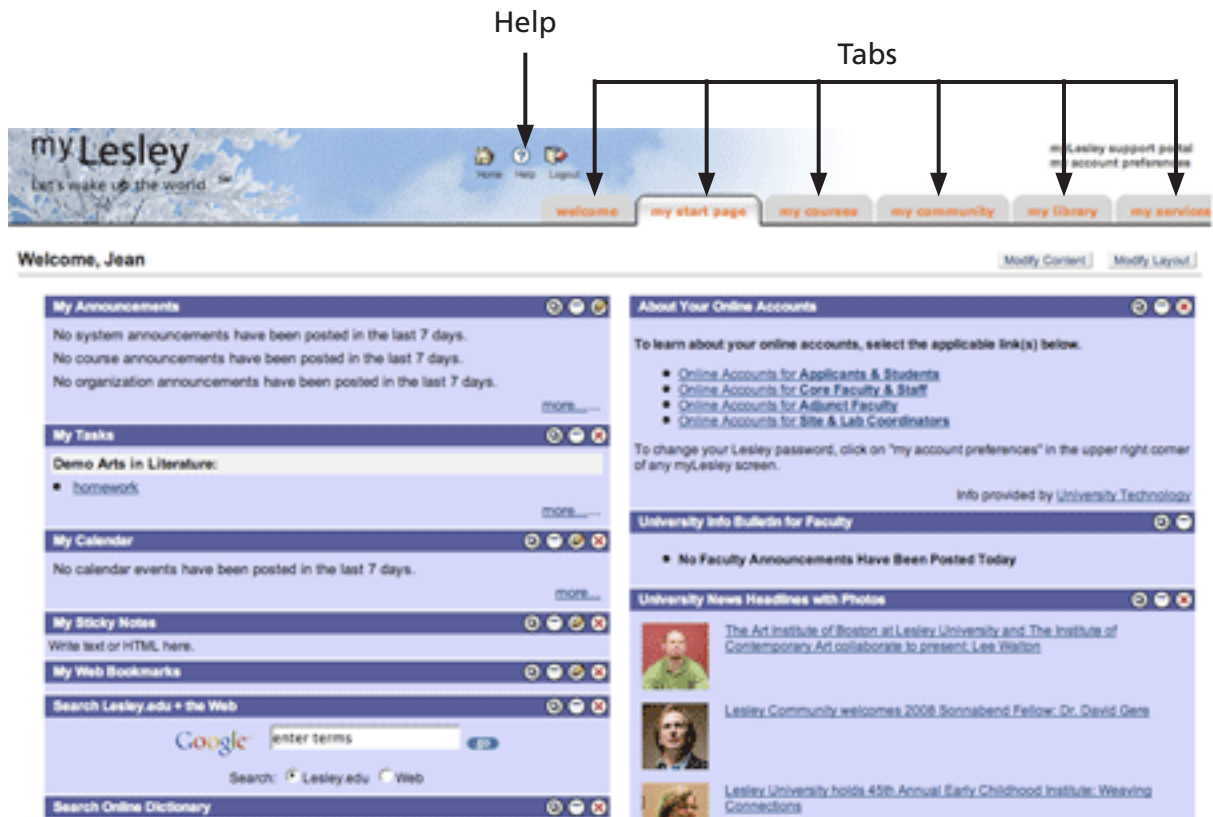
24/7 help: Please call for your technical support needs

1-888-mylesley (1-888-695-3753)

myLesley Introduction & Tour (continued)

INTRODUCTION

After logging in, myLesley automatically opens to the “my start page” tab. Several tabs contain information organized into modules. The modules are customizable areas allowing for personalized viewing of the content information. The content on the tabs and modules are specific to your role and work at the institution, and are used by the University to communicate important information to you. Some modules can be edited and removed, others cannot. There are many additional modules available by clicking on the contents button. New modules are added under the “Contents” button periodically.



myLesley Introduction & Tour (continued)

“MY START PAGE” TAB

The “my start page” contains modules and can be customized to include Lesley news, New York Times headlines and other helpful information.

The screenshot shows the myLesley interface. At the top, there is a navigation bar with tabs: **welcome**, **my start page** (highlighted), **my courses**, **my community**, **my library**, and **my services**. Above the tabs, there are links for Home, Help, and Logout. To the right of the tabs, there is a link for **myLesley support portal my account preferences**. An arrow points from the text "my start page Tab" to the "my start page" tab. Another arrow points from the text "my account preferences update" to the "my account preferences" link. Below the navigation bar, the main content area is titled "Welcome, Jean" and includes "Modify Content" and "Modify Layout" links. The content area is divided into two columns of modules:

- My Announcements:** No system announcements have been posted in the last 7 days. No course announcements have been posted in the last 7 days. No organization announcements have been posted in the last 7 days.
- My Tasks:** Demo Arts in Literature: homework
- My Calendar:** No calendar events have been posted in the last 7 days.
- My Sticky Notes:** Write text or HTML, here.
- My Web Bookmarks:**
- Search Lesley.edu + the Web:** Includes a Google search bar and options to search on Lesley.edu or the Web.
- Search Online Dictionary:**
- About Your Online Accounts:** To learn about your online accounts, select the applicable link(s) below.
 - Online Accounts for Applicants & Students
 - Online Accounts for Core Faculty & Staff
 - Online Accounts for Adjunct Faculty
 - Online Accounts for Site & Lab CoordinatorsTo change your Lesley password, click on "my account preferences" in the upper right corner of any myLesley screen.
- University Info Bulletin for Faculty:** No Faculty Announcements Have Been Posted Today
- University News Headlines with Photos:** Includes news items with photos, such as "The Art Institute of Boston at Lesley University and The Institute of Contemporary Art collaborate to present Lee Walton" and "Lesley Community welcomes 2008 Sonnabend Fellow: Dr. David Gens".

myLesley Introduction & Tour (continued)

“MY COURSES” TAB

By clicking on the “my courses tab, you will be able to view a list of all courses you are associated with.

Students and faculty are automatically enrolled in a course based on course roster information.

- Faculty see their course 12 weeks prior to the course start date. Faculty should speak with the program director if they do not see their course within this time frame.
- Students see their course 8 weeks prior to the course start date. Please refer students to the site coordinator or Registrar’s office if they do not appear within this time frame.



“MY COMMUNITY” TAB

Communities are for non-course related communication and collaboration



myLesley Introduction & Tour (continued)

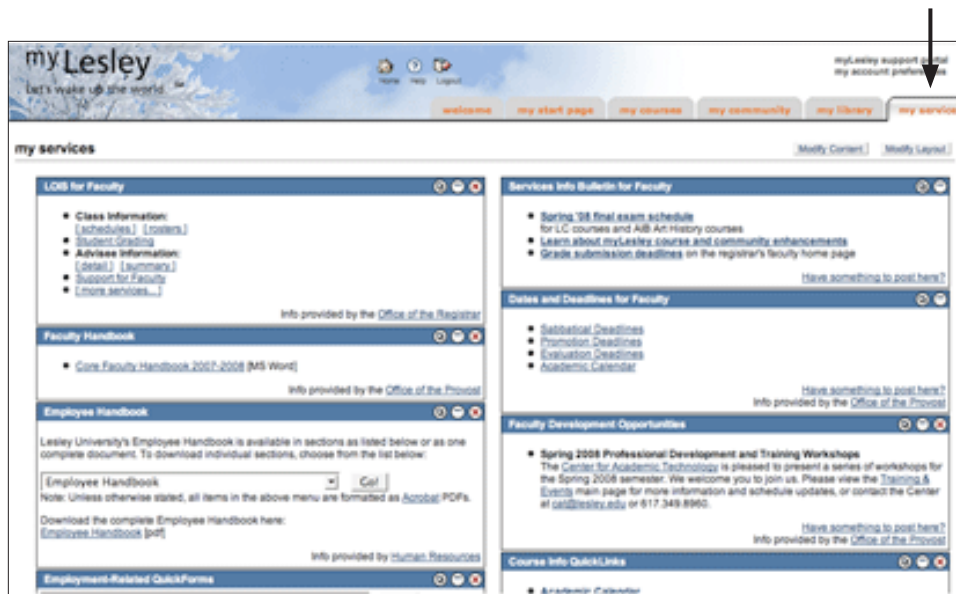
“MY LIBRARY” TAB

This tab provides students, faculty and staff with access to the Ludcke Library’s online databases and other resources. Click on the “my library” tab in myLesley. Please see page 46 for additional information about using “my library.”



“MY SERVICES” TAB

Click on the “my services” tab to view Staff related news and information.



The following pages include information about how to customize pages that contain modules.