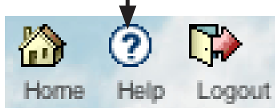
myLesley FAQs

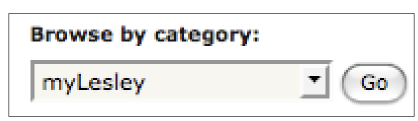
My students aren't in my course. How do I add a student in my course?
Students must be registered for the course through the registrar's office. Once they have been registered, within 3 hours their information will be updated, and their name will show up in your course.

How do I add a TA in my course?
If the TA is a faculty, they have to contact the person who schedules courses for their program and be added through Colleague as a co-instructor. For student TAs, go to the "Help" button in myLesley and click on "Request Forms" under Useful Links, and in the pop-up window that appears click on the form for "Course Access Request."

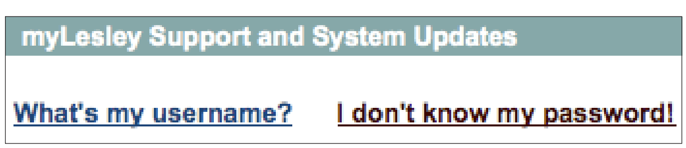
Why can't I see my course in myLesley?
Check the course start date. Courses appear in myLesley 12 weeks prior to the start date for faculty, and 8 weeks prior for students. If you still do not see your course, contact your program mentor, director, or person who sent the letter informing you of your courses and ask them if your name has been entered in Colleague to teach that course.

Where can I get more information and/or help with myLesley?
To access the myLesley Support Center and Knowledgebase, click on the Help icon on the top of the page or the myLesley Support Portal link in the top right-hand corner, and under "Browse by category" select myLesley from the drop down list. For more information or assistance in using myLesley, call the 24-hour help line at 1-888-mylesley (888-695-3753).





I don't know my Lesley username and/or password.
You can use the system to look up your Lesley username and reset your password. On the myLesley login page, click on the "What's my Username?" or "I don't know my Password!" links below the login, and follow the instructions provided.



How do I change faculty/student personal information or email?
Emails are pulled from the Human Resources database. To change it, go to Account Preferences at the top right hand corner of the myLesley portal.

myLesley support portal
my account preferences

How do I send a course to a colleague so they can use it?
The best way to package a course and send it to a colleague so they can import it into their course is by using the Export tool (Please see "Exporting a Course" under Copying and Reusing Course Content) and sending the resulting .zip file to your colleague. You may need to remove the extension and inform your colleague that they will need to add the .zip extension when the file arrives in order to use it. Some email providers block .zip files from being sent or received.