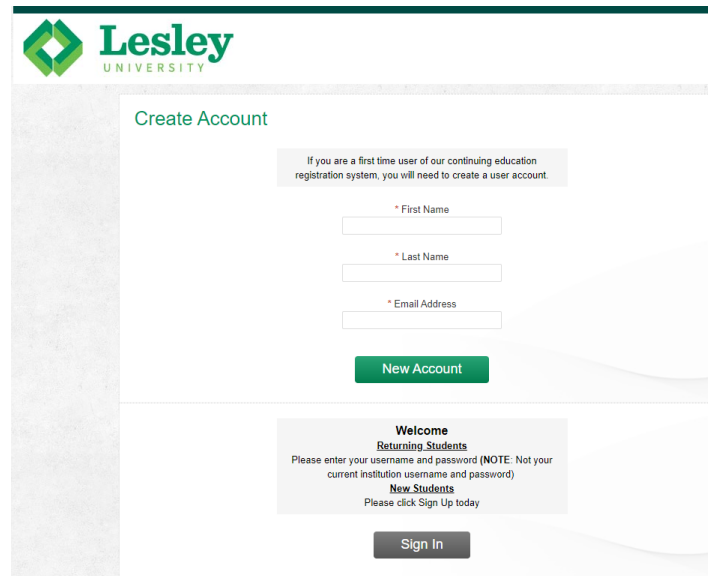


## Elevate Log-in and Registration Instructions



- ❖ Elevate is a new registration system at Lesley University for continuing education services, such as the Trauma Certificate. Even if you have taken courses at Lesley previously, you will need to create a new account with Elevate. **Elevate = Registration. Lesley Account = Blackboard/myLesley. You'll use both.**
- ❖ If you already have a Lesley email address, username, and password, you may opt to utilize those for your new Elevate account. Or you may choose a new/unique username and password.
- ❖ Once you create an account with Elevate, you may use that username/password to sign up for future courses offered through this online registration system. (Note: Different than web-reg in LOIS.)
- ❖ Each course has a unique registration code. Make sure your correct course/start date is listed on the upper right hand corner of the "Create Account" sign-in page. If your district/site is sponsoring payment, it is reflected as a discount prior to the "Create Account" page. After entering your personal information, the system will prompt you for payment.
- ❖ Once registered, you will receive one to two emails at the address you provided. One from [CAPS@lesley.edu](mailto:CAPS@lesley.edu) with your Elevate username and portal link. If you're new to Lesley, one from the Registrar's Office with your Lesley Account credentials for Blackboard/myLesley and LOIS. Please check your spam/junk boxes, too.
- ❖ If you do not receive an email within **four business days** regarding your Lesley Account credentials, or otherwise cannot log in, please reach out to our IT department at 617-349-8770 or [IT@lesley.edu](mailto:IT@lesley.edu)
- ❖ Important phone numbers:  
Registrar's Office – 617-349-8740  
Student Financial Services – 617-349-8760
- ❖ Important Links (use your Lesley Account credentials):  
[Blackboard myLesley Log In](#) (Course content in "my courses" tab)  
[LOIS Log In](#) (Check grades, view unofficial transcript, etc.)
- ❖ Questions?  
Merlyn Mayhew, Assistant Director, Center for Inclusive and Special Education  
Email: [mmayhew3@lesley.edu](mailto:mmayhew3@lesley.edu)