Professional Studies Log-in and Registration Instructions

- **Elevate** is the registration system at Lesley University for professional studies. Even if you have taken courses at Lesley previously, you will need to create a new account with Elevate if you don’t have one already.

- You will have two accounts, one for registering for professional studies courses and one for the Blackboard/myLesley course site. Note: Not all Professional Studies courses use Blackboard. Your instructor will inform you how to access and participate in the course.
  - Elevate = Registration.
  - Lesley Account = Blackboard/myLesley for course content (if being used).

**ELEVATE INSTRUCTIONS**

  - Note: If you are taking more than one course be sure to add them to your cart to avoid having to log in again.
  - Some courses are offered for credit or for PDPs look carefully at the description.

- After choosing courses you will be promoted to create an account. If you already have a Lesley email address, username, and password, you should use that email. (If you need help with this contact IT@lesley.edu) If you don’t have Lesley credentials create a user name 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.)

- Be sure to fill out the contact information fully or you may run into delays later with registration.
After entering your personal information, the system will prompt you for payment. If your district/site is sponsoring payment, it is reflected as a discount on the registration page or via a code provided by CAPS/sponsor.

Follow the screen to the payment portal.

You will receive one or two emails at the address you provided.

One from CAPS@lesley.edu with your Elevate username and portal link.

If you’ve never applied to, or taken classes at Lesley, you will also receive an email from Information Technology (IT) with your Lesley Account credentials for Blackboard/myLesley and LOIS.

BLACKBOARD LOG IN INSTRUCTIONS

Go to Blackboard myLesley Log In
- Enter your username (Usually first initial and last name, but sometimes there are numbers)
- Enter your temporary password= your year of birth twice.
- When you log on you will be prompted to change your password.
- Once you do that you can access the course material. (Under the my courses tab)

Remember not all courses use professional studies course use Blackboard. Your instructor will inform you.

If you have taken classes at Lesley you will not receive this email and should locate your Lesley user name and Password for use on Blackboard.

Check your spam/junk boxes, if you have not received these emails.

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

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? CAPS@lesley.edu