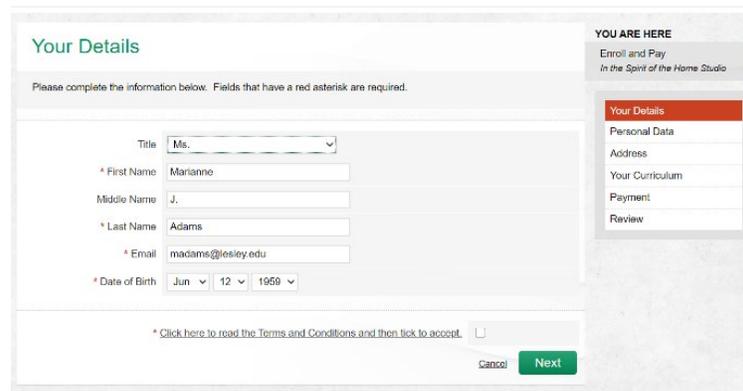
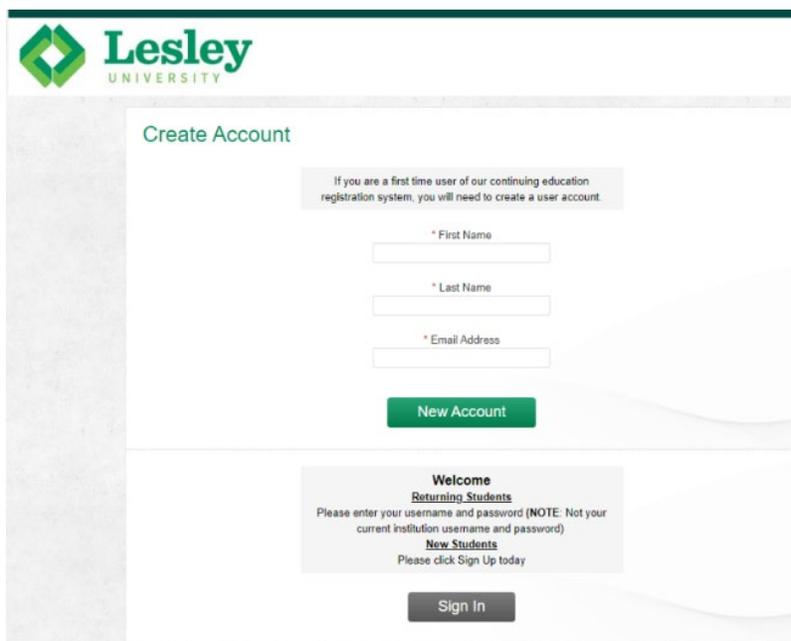


Professional Studies Log-in and Registration Instructions

- ❖ **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

- ❖ Go to https://us-elevate.elluciancloud.com/app/lesley/f?p=WEB_CATALOGUE:HOME::::RP,1::#top and choose the courses you want to take.
 - 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.

Transaction	Course Fee
Amount	\$150.00

Card Information

Card number

Cancel Continue

❖ Follow the screen to the payment portal.

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

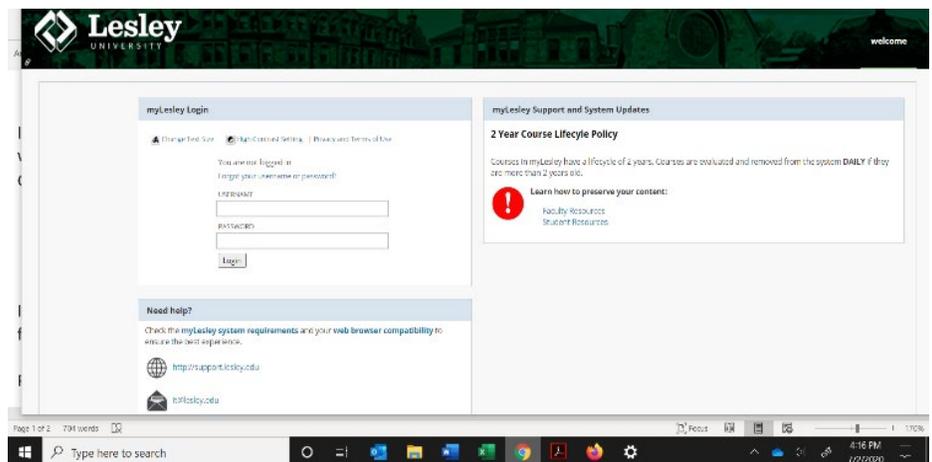
❖ One from CAPS@lesley.edu with your Elevate username and portal link.

❖ 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