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 on 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 INSTUCTIONS

- Go to <u>https://us-elevate.elluciancloud.com/app/lesley/f?p=WEB_CATALOGUE:HOME::::RP,1::#top</u> 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 <u>IT@lesley.edu</u>) 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.

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- 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.

Payment Client	Important Information	n
Payment Method	Confirmation	_
Transaction	Course Fee	_
Amount	\$150.00	
Card Information		
Card number		
	Cancel Continue	e

- You will receive one <u>or</u> two emails at the address you provided.
- One from <u>CAPS@lesley.edu</u> with your Elevate username and portal link.
- If you've never applied to, or taken classes at Lesley, you will also receive and email from Information Technology (IT) with your Lesley Account credentials for Blackboard/myLesley and LOIS.

BLACKBOARD LOG IN INSTUCTIONS

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)

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Check the myLesley system requirements and your web browser compatibility to encure the best experience.	
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- Remember not all courses use professional studies course use Blackboard. Your instructor will inform you.
- If you have taken classes at Lesley you will <u>not</u> 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 <u>IT@lesley.edu</u>
- Important Links (use your Lesley Account credentials): <u>Blackboard myLesley Log In</u> (Course content in "my courses" tab) <u>LOIS Log In</u> (Check grades, view unofficial transcript, etc.)
- Questions? <u>CAPS@lesley.edu</u>