

Lynn University Account Setup (Students Only)

Welcome to Lynn! It is time to setup your Lynn account (Lynn students only) by entering the information from the Lynn University account email that you received. You can use your Lynn account to access information including your class schedule, financial aid documents, tuition payments, and grades. You can also use it to access many key University services such as email, Canvas, eBill, Workday, Navigate, eRezlife, Blueprint and more. If you have not received the email from Lynn University account you should contact your Admissions Counselor for more information.

Account Setup Steps

1. Find the admissions email (see image below) in your personal email inbox (the one you provided when applying to Lynn).



Information Technology

Dear John Doe,

Congratulations on joining the Lynn University community! Now it is time to setup your Lynn account. You can use your Lynn account to access many key University services such as email, Canvas, eBill, Workday, Navigate, eRezlife, Blueprint and more.

You will need the information below to setup your Lynn account:

- ID Number: XXXXXX
- Username: jdoe
- Lynn Email Address: jdoe@email.lynn.edu
- Pincode: XXXXXXXX

Please click on the link below to account setup process:

[Lynn University Account Setup Link](#)

If you need help, please click the link below for detailed instructions:

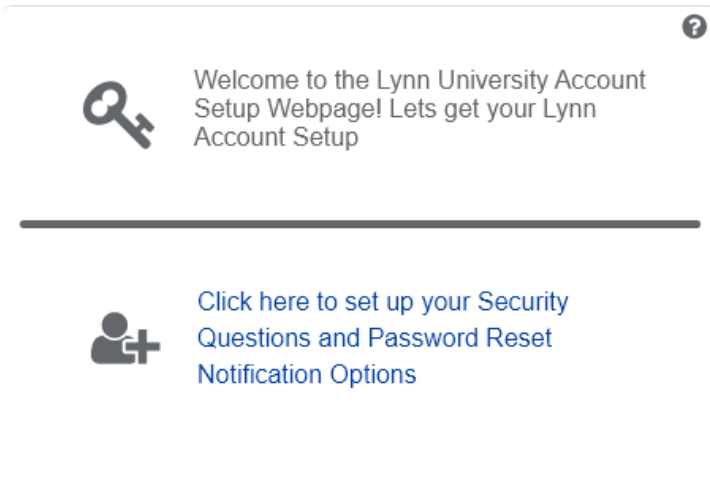
[Lynn Account Instructions](#)

If you need further assistance, contact Support Services at supportservices@lynn.edu or call +1-561-237-7979.

Thank you,

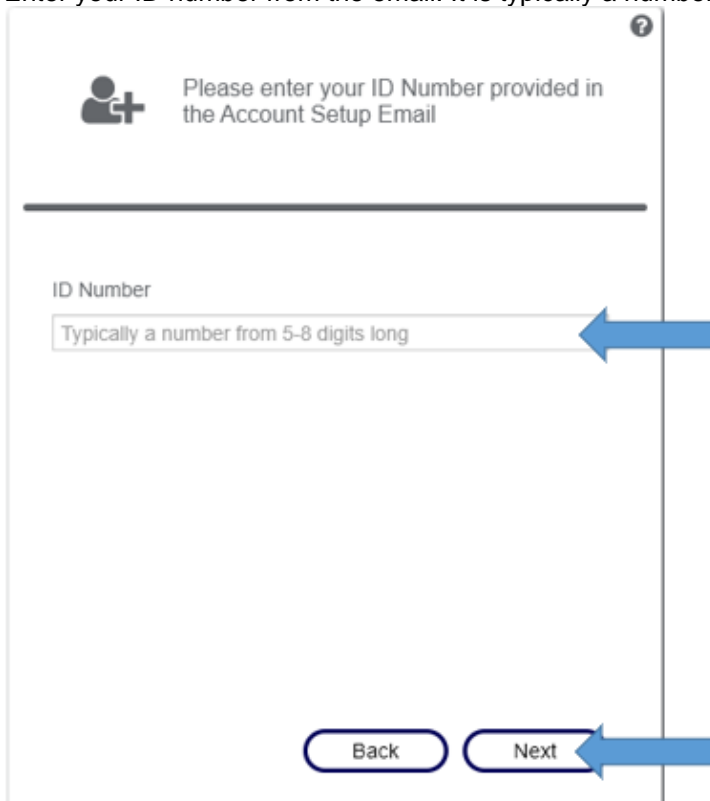
Lynn University Account Management Team

Follow the instructions in your email. Please keep the email ready, as you will need it for the steps below.



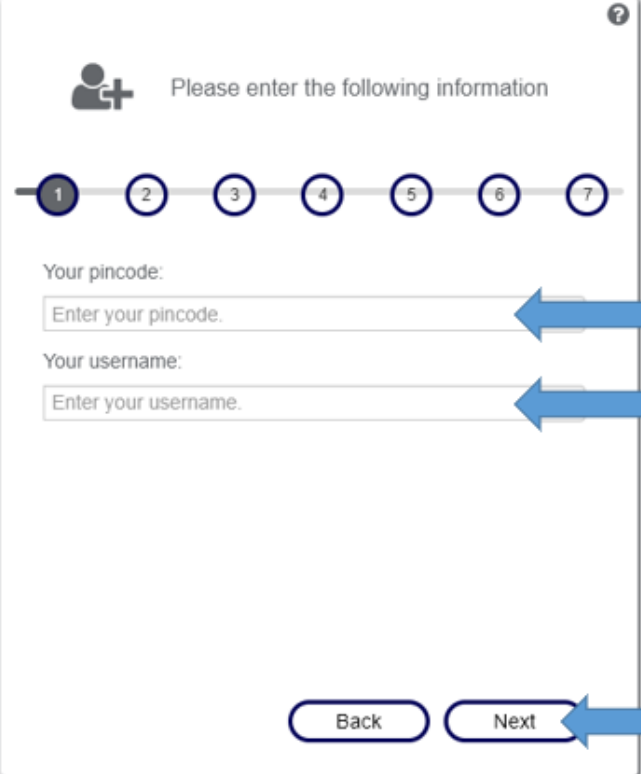
A screenshot of the Lynn University Account Setup Webpage. The page has a light gray background. At the top right, there is a small question mark icon in a circle. Below this, on the left, is a key icon. To the right of the key icon, the text reads: "Welcome to the Lynn University Account Setup Webpage! Lets get your Lynn Account Setup". A horizontal line separates this section from the one below. Below the line, on the left, is an icon of a person with a plus sign. To the right of this icon, the text reads: "Click here to set up your Security Questions and Password Reset Notification Options".

2. Enter your ID number from the email. It is typically a number from 5 - 8 digits long. Then Click 'Next'



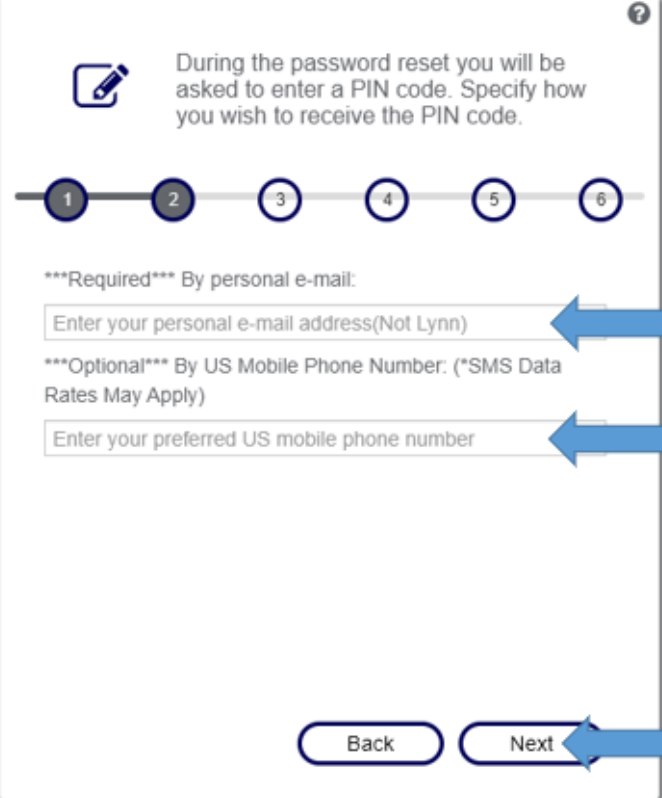
A screenshot of the Lynn University ID Number Entry page. The page has a light gray background. At the top right, there is a small question mark icon in a circle. Below this, on the left, is an icon of a person with a plus sign. To the right of this icon, the text reads: "Please enter your ID Number provided in the Account Setup Email". A horizontal line separates this section from the one below. Below the line, the text "ID Number" is displayed above a text input field. Inside the input field, the text "Typically a number from 5-8 digits long" is visible. A blue arrow points to the input field. At the bottom of the page, there are two buttons: "Back" and "Next". A blue arrow points to the "Next" button.

3. Here you will need to enter the pincode and username provided on the email. Then click 'Next'



A screenshot of a web form titled "Please enter the following information" with a user icon. At the top is a progress bar with seven numbered circles; the first circle is filled, and the others are outlined. Below the progress bar are two input fields. The first is labeled "Your pincode:" and contains the placeholder text "Enter your pincode.". The second is labeled "Your username:" and contains the placeholder text "Enter your username.". At the bottom are two buttons: "Back" and "Next". Blue arrows point to the input fields and the "Next" button.

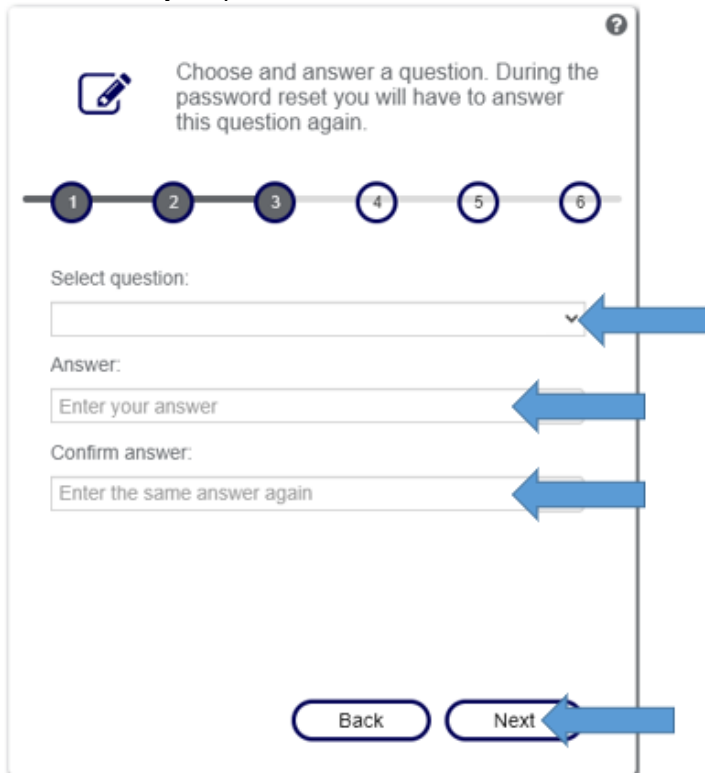
4. This page requires you to enter a required personal email address and an optional mobile phone number in the US. This information will be stored in our automated password reset system. Then Click 'Next'



A screenshot of a web form titled "During the password reset you will be asked to enter a PIN code. Specify how you wish to receive the PIN code." with a pencil icon. At the top is a progress bar with six numbered circles; the second circle is filled, and the others are outlined. Below the progress bar are two input fields. The first is labeled "***Required*** By personal e-mail:" and contains the placeholder text "Enter your personal e-mail address(Not Lynn)". The second is labeled "***Optional*** By US Mobile Phone Number: (*SMS Data Rates May Apply)" and contains the placeholder text "Enter your preferred US mobile phone number". At the bottom are two buttons: "Back" and "Next". Blue arrows point to the input fields and the "Next" button.

5. The next two pages will look very similar and require you to select security questions and provide answers. This information will be stored in our self-service reset password management system(SSRPM) should you

need to reset your password in the future. Click 'Next' when you have filled out both pages.



Choose and answer a question. During the password reset you will have to answer this question again.

1 2 3 4 5 6

Select question:

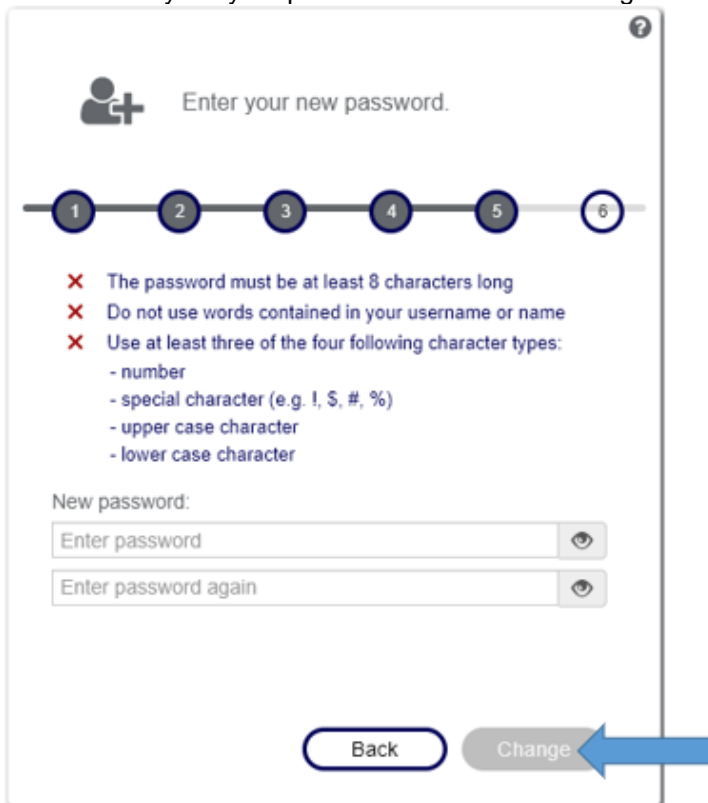
Answer:

Confirm answer:

Back Next

Blue arrows point to the dropdown menu for selecting a question, the answer input field, the confirm answer input field, and the Next button.

6. This next page allows you to set your account password for the first time. Please make sure to follow the password requirements listed on this page. All of the red X's must be green check marks for you to be able to successfully set your password. Then Click 'Change'



Enter your new password.

1 2 3 4 5 6

- ✗ The password must be at least 8 characters long
- ✗ Do not use words contained in your username or name
- ✗ Use at least three of the four following character types:
 - number
 - special character (e.g. !, \$, #, %)
 - upper case character
 - lower case character

New password:

Enter password

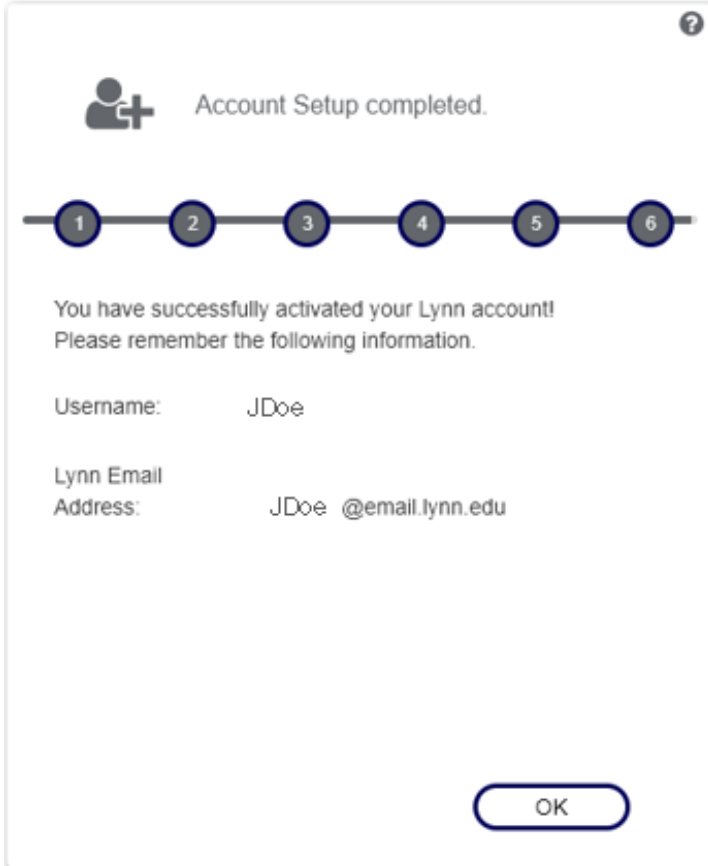
Enter password again

Back Change

A blue arrow points to the Change button.

7. At this point, you have now successfully Activated your Lynn account and finished the setup process. Please remember both your Username and your Lynn Email Address, as these are what you will use to access Lynn

online resources. If you Click 'OK' you will be taken to the Lynn Knowledge base. You can close this browser window.



8. At this point you should receive a confirmation email in your inbox that you have successfully set up your Lynn account.



Information Technology

Dear John Doe,

Your Lynn University account has been activated and your password recovery options configured.

You are almost done. There is one more step required!

Please review the Quick Start Guide for Students by visiting the link below and review the additional Steps starting at 2.

[Quick Start Guide for New Students](#)

Once you have completed the Multi-Factor Registration Instructions in Step 2 above, continue through the remaining steps on the Quick Start Guide for New Students.

If you need further assistance, contact Support Services at supportservices@lynn.edu or call +1-561-237-7979.

Thank you,

Lynn University Account Management Team

