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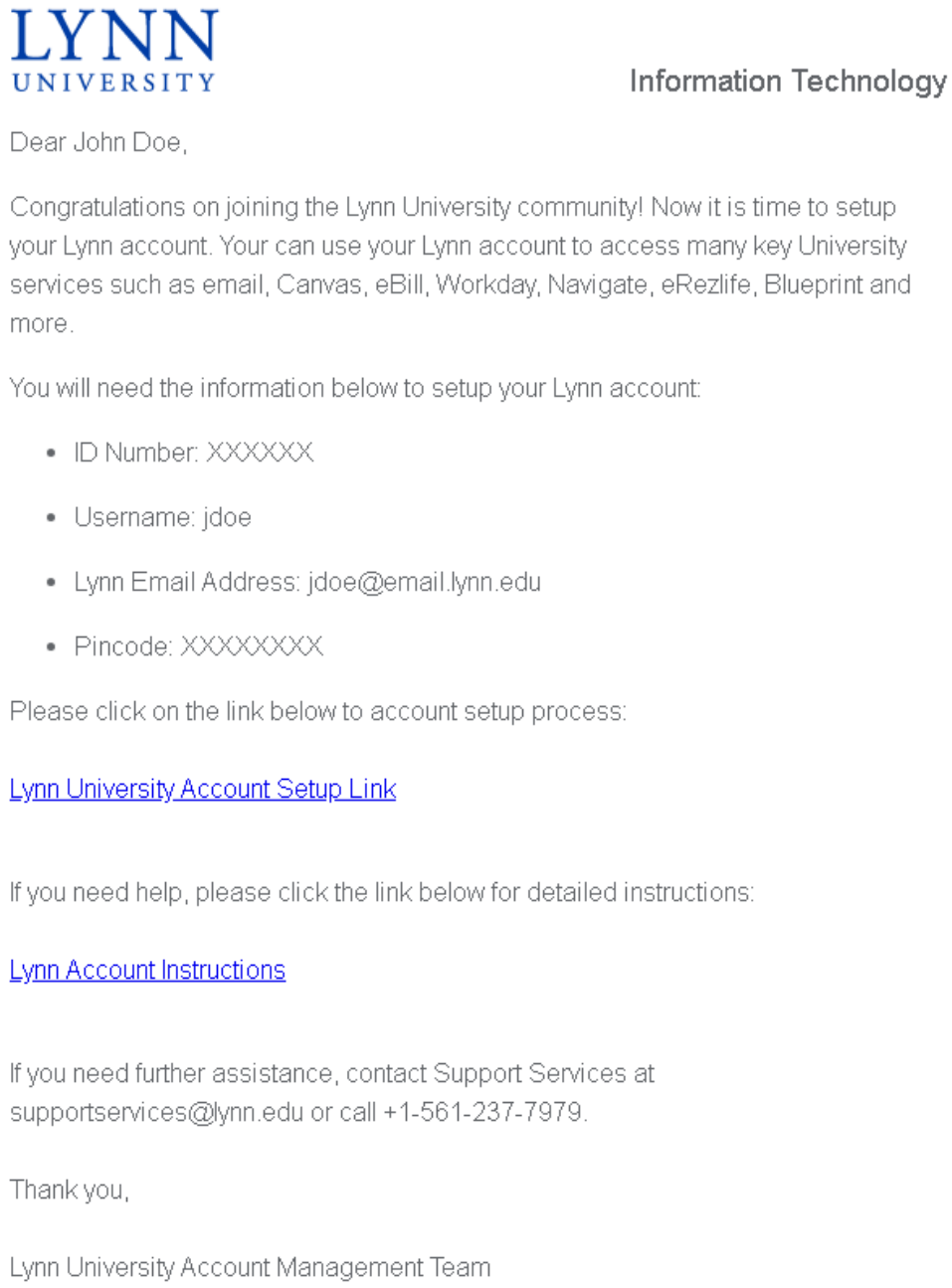
Lynn University Account Setup (Students Only)

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. Your 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).



LYNN UNIVERSITY

Information Technology

Dear John Doe,

Congratulations on joining the Lynn University community! Now it is time to setup your Lynn account. Your 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.

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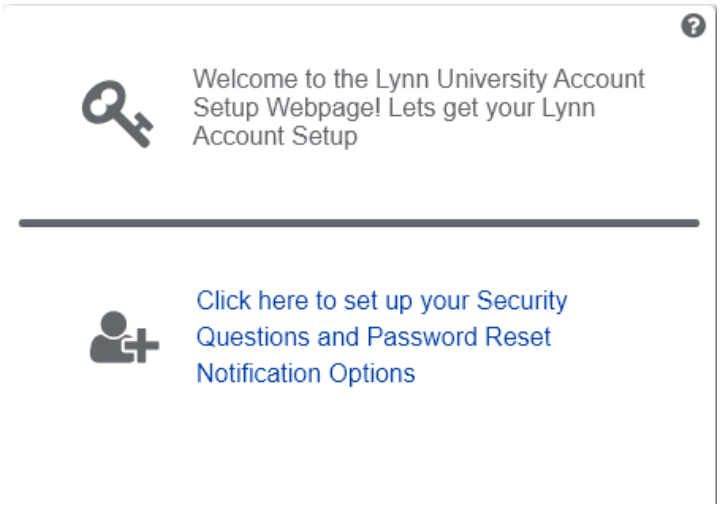

2. Enter your ID number from the email. It is typically a number from 5 - 8 digits long. Then Click ‘Next’

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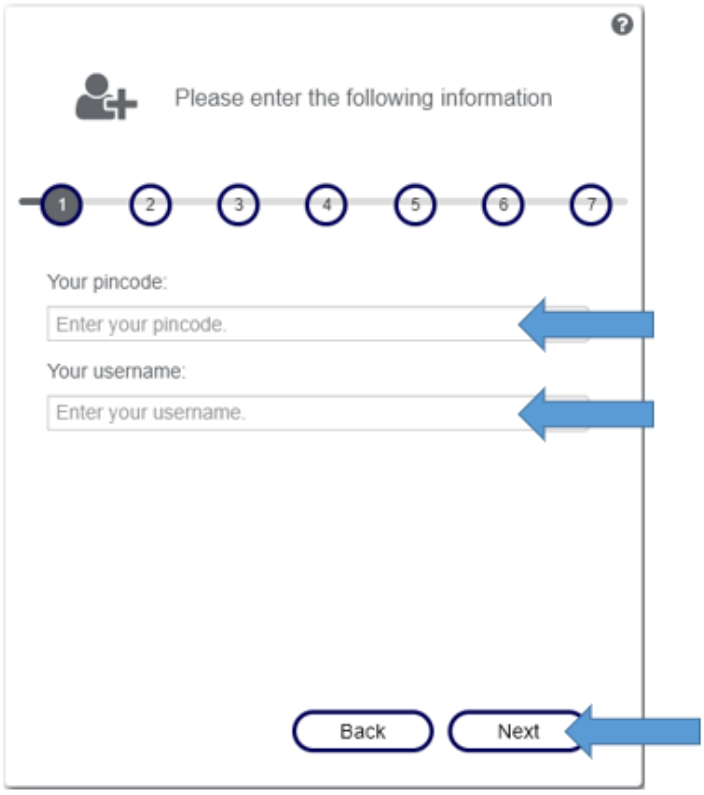
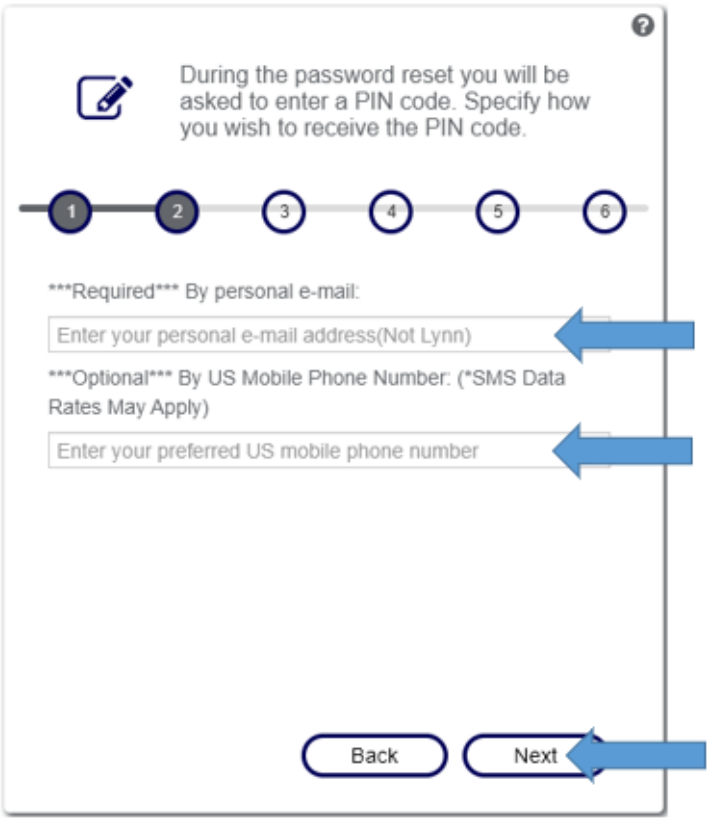
3. Here you will need to enter the pincode and username provided on the email. Then click ‘Next’



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



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

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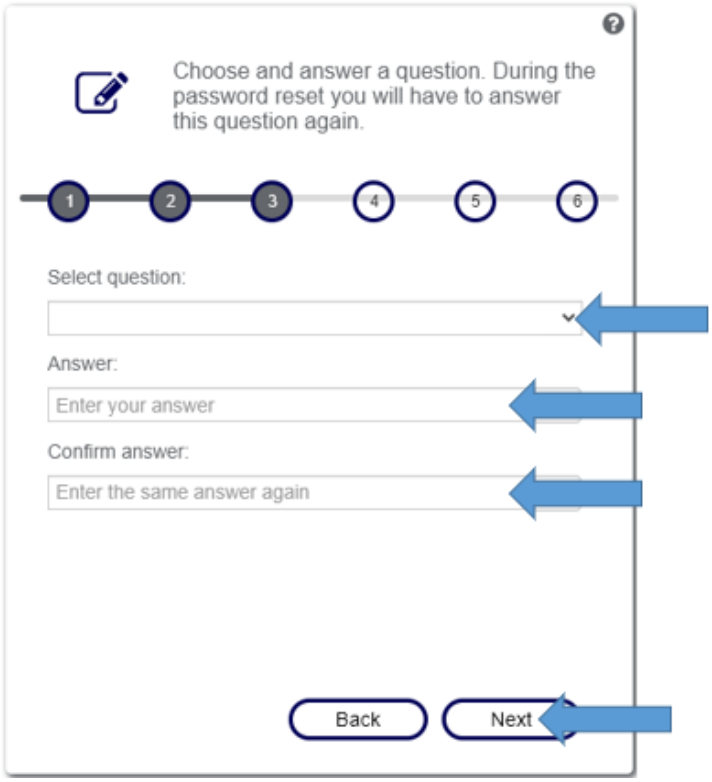
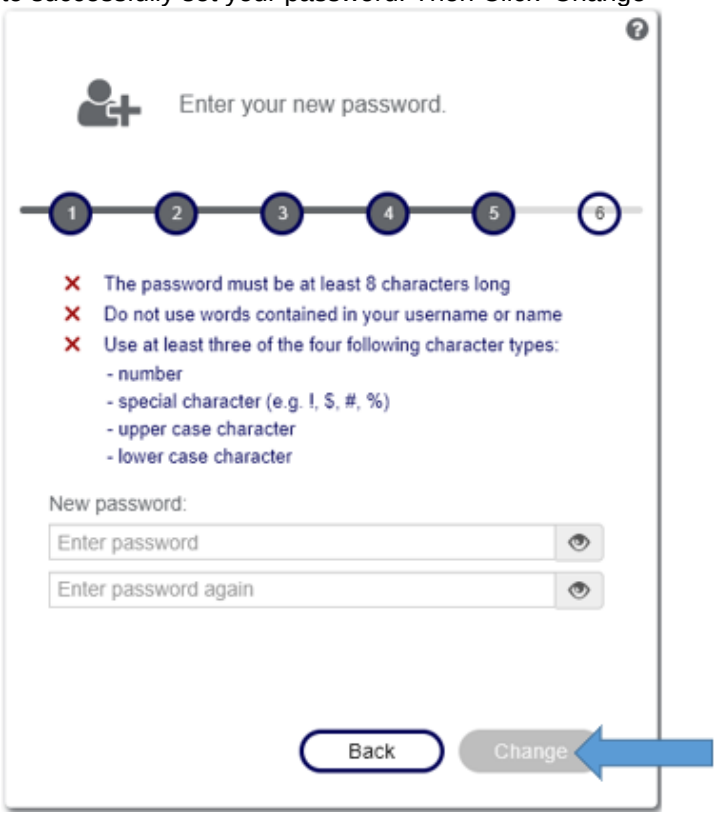
need to reset your password in the future. Click ‘Next’ when you have filled out both pages.



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’



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

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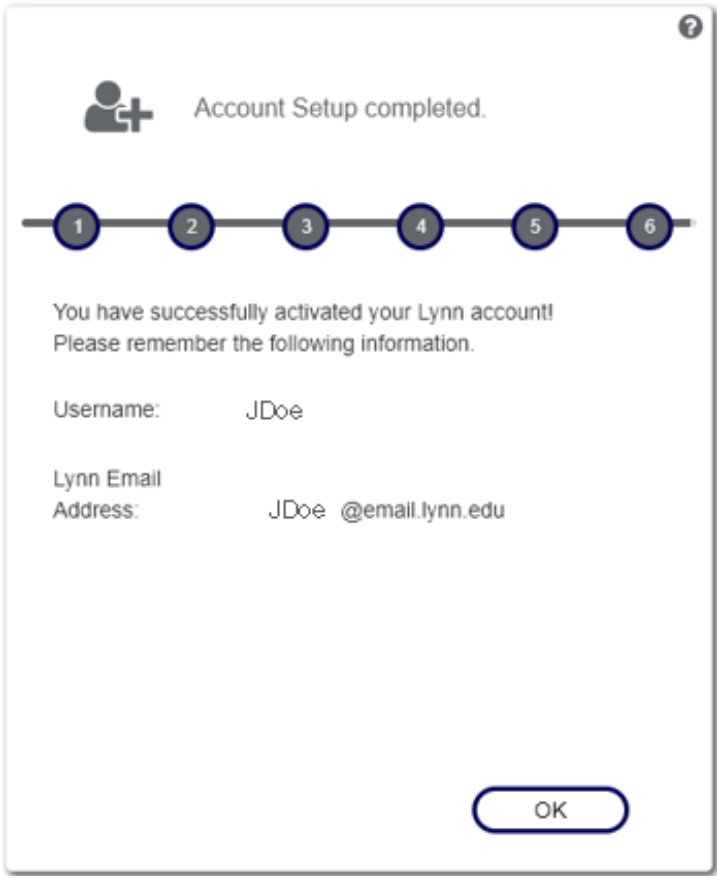
online resources. If you Click 'OK' you will be taken to the Lynn Knowledge base. You can close this browser window.



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

LYNN UNIVERSITY

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

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