Hello Test,

This account (called LEA) allows you to access your Lamar University email (LU Email) and many other systems. For a list of what you may access with this account, go to lamar.edu/accounts

<table>
<thead>
<tr>
<th>Your Lamar Email Address</th>
<th><a href="mailto:temployee@lamar.edu">temployee@lamar.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>temployee</td>
</tr>
</tbody>
</table>

**If You Know Your Password**

You will use the same account and password to log in to LU Email.

Step 1 - Go to lamar.edu, Click LU Connect (upper left corner in the top black bar). Step 2 - Choose Faculty/Staff.

Step 3 - Choose LU Email to log in.

**If You Do Not Know Your Password**

To find your password for LU Email, log in to Self-Service Banner (SSB)

Step 1 - Go to lamar.edu, Click LU Connect (upper left corner in the top black bar), Choose Faculty/Staff, click Self-Serv Banner.

<table>
<thead>
<tr>
<th>LamarID</th>
<th>L20433628</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIN</td>
<td>6-digit-birthdate, expires on first log in</td>
</tr>
</tbody>
</table>

Step 2 - Log in.

Step 3 - Choose Personal Information tab.

Step 4 - See heading Change your Pin OR Recover LEA Username and Password. Click Give me a temporary password.
Step 5 - Write it down. Click OK.

Step 6 - At the next prompt, Activate Your Account.

1. Log in with the username and password below.

<table>
<thead>
<tr>
<th>Your LEA username</th>
<th>temployee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your temporary LEA password</td>
<td>The password you were just given in Self-Serv Banner</td>
</tr>
</tbody>
</table>

2. Create a new password and confirm it.
3. Click the Enrollment tab.
4. Choose 4 security questions from the drop-down box. Type and confirm each answer.
5. Click Update. Sign out.

*If you forget your password later, go to lamar.edu/activate to answer your security questions and recover your password.*

**To log in to LU Email**

Step 1 - Go to lamar.edu, Choose LU Connect in the upper left corner in the top black bar.
Step 2 - Choose Faculty/Staff.
Step 3 - Choose LU Email to Log in.

Take this letter to the Wimberly Building Lobby for your Lamar ID and Parking Permit.

For more information about your accounts, go to lamar.edu/its. For additional assistance, contact the IT Service Desk at 409-880-2222.

Thank you,

Information Technology Services