LEA Account Setup Guide for LIT Students, Faculty, and Staff.

Lamar University provides online services for LIT students, faculty, and staff. To access these services, you will need to set up your Lamar Electronic Account (LEA). Follow these simple steps to find your LEA username, get a temporary password, and set up your account.

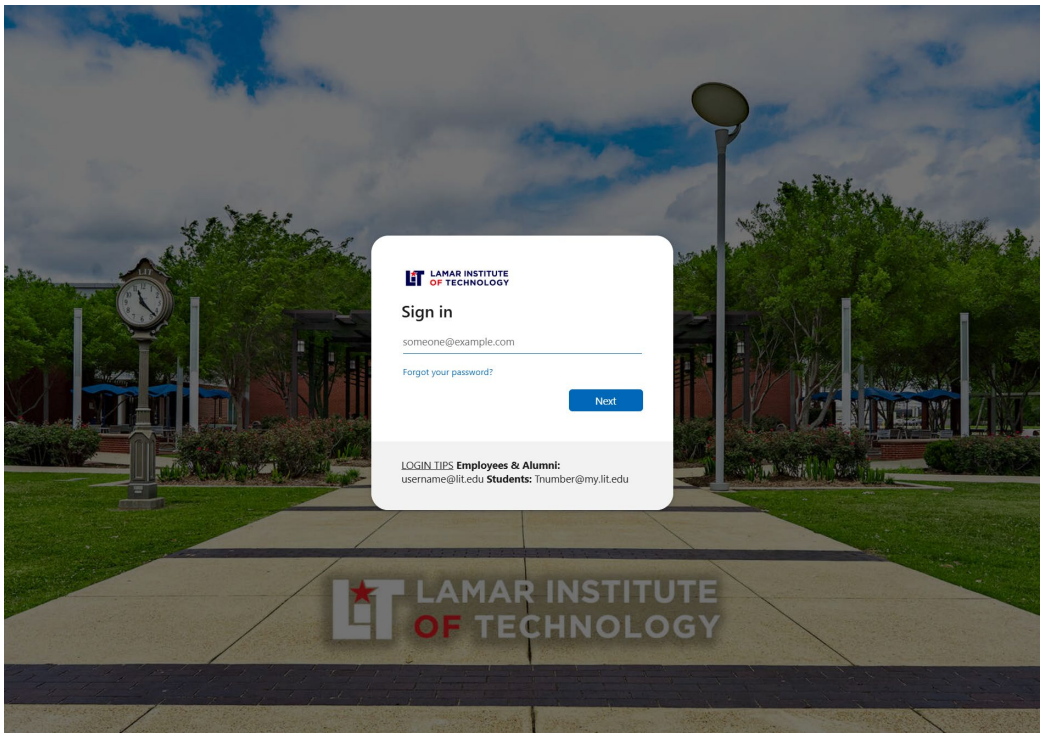
Before you start: You will need to know your LIT username and password. If you do not know them, contact LIT Technology Support first.

NOTE:

- **You will need to use a browser that you are not signed into any other Microsoft services, such as LIT email. If you are uncertain, you may go to your browser settings and open a window in private or incognito mode.**
- **Account expires after 120 days. After 120 days have passed, you will be required to re-onboard.**

Step 1: Go to the LEA Login Page

Open a new web browser (see Note above) and visit: https://lipwdrst01.lamar.edu/. You can also copy and paste the link if it does not open when you click it.



Step 2: Sign in with Your LIT Account

Log in using your LIT username and password when prompted.

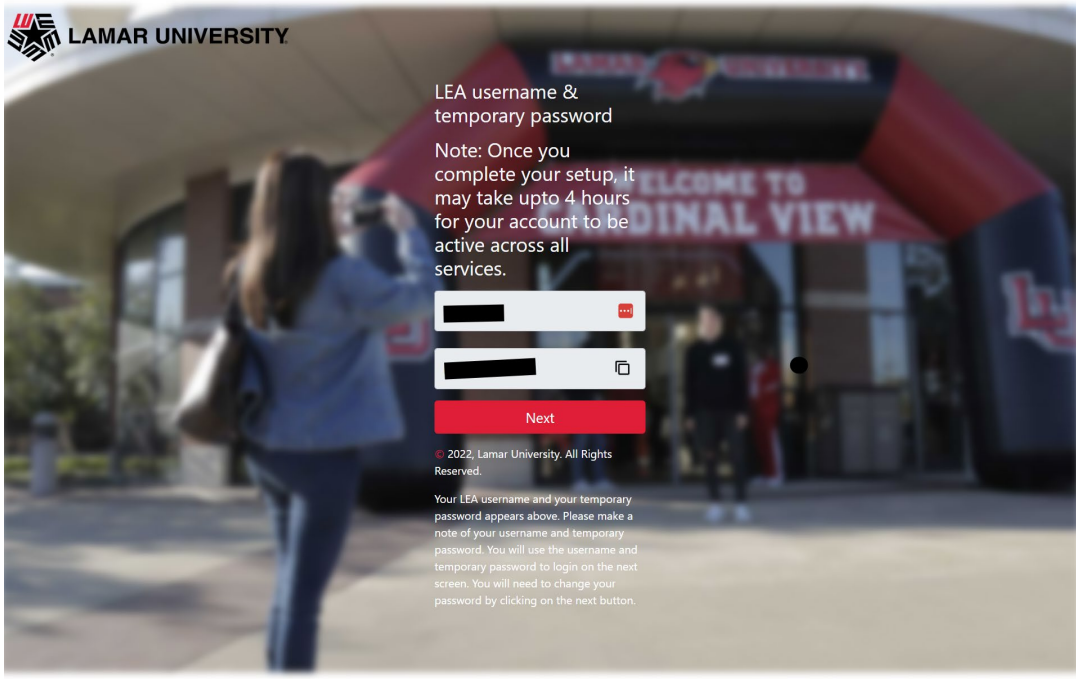
Step 3: Follow the Duo Instructions

Follow the on-screen instructions to complete Duo authentication for LIT.

Step 4: Find Your Username and Temporary Password

After signing in, you will be redirected to a Lamar University page where you can view your LEA username and temporary password.

Your LEA username will start with 'LIT_'. The temporary password will appear in the second box. Copy or write it down — you will need it in the next step.

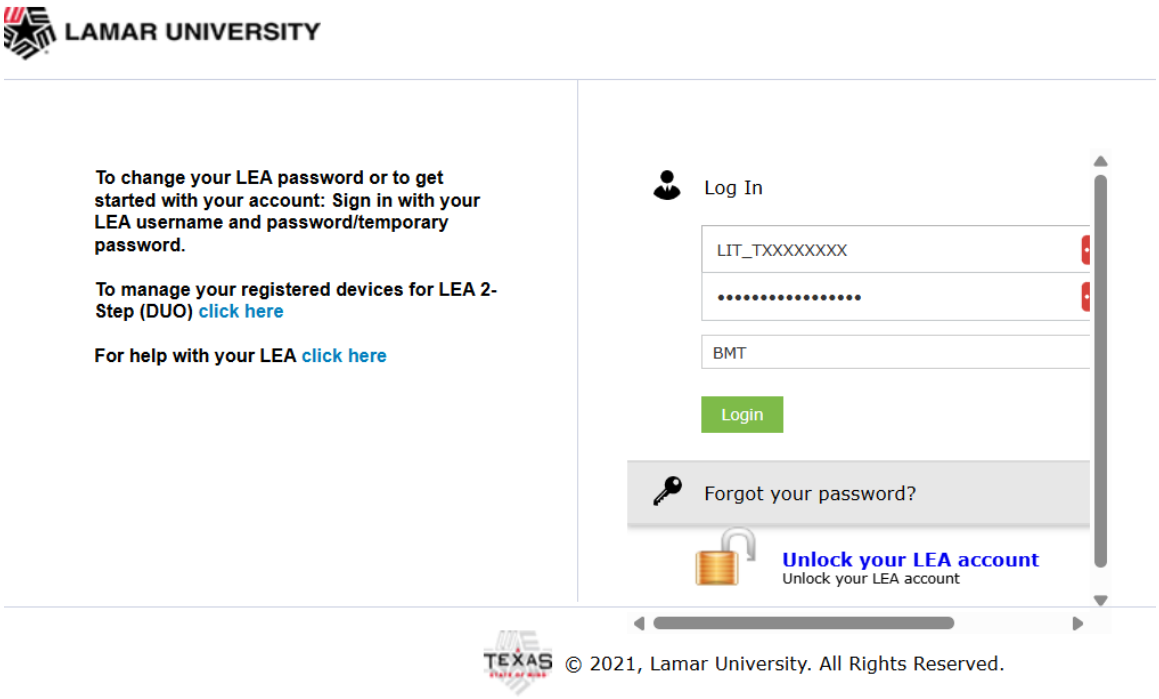


Step 5: Go to the Password Reset Page

Click 'Next' to move to the password reset page.

Step 6: Sign in with Temporary Password

Enter your LEA username from Step 4 (e.g., LIT_TXXXXXXXX) and the temporary password, then click 'Login'.

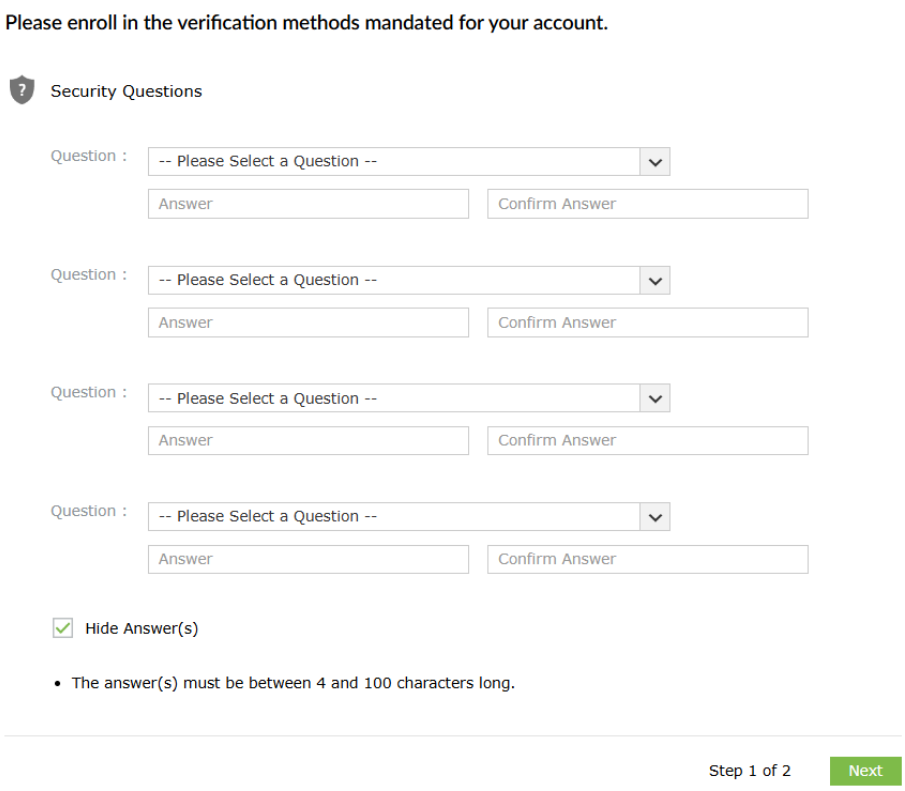


Step 7: Welcome Screen

If you see a welcome pop-up, click '**Click Here**' to continue. Otherwise, continue to Step 8.

Step 8: Set Up Security Questions

Under the Enrollment tab, select and answer 4 security questions. This will help you reset your password or unlock your account if needed.



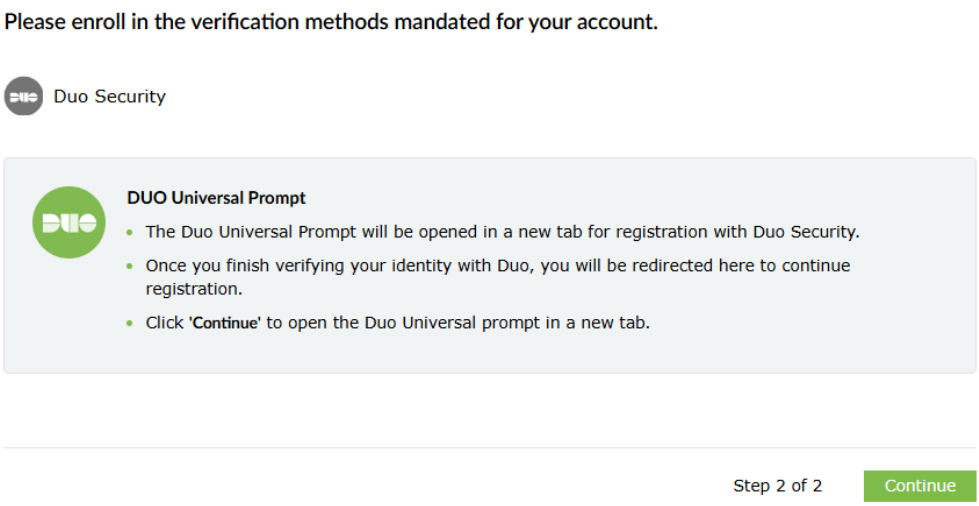
Step 9: Setup Duo Mobile for LU

*If you do not have Duo mobile already, on your phone, download the Duo Mobile app from the App Store or Google Play. This is required for LEA 2-Step verification.

On your phone, open the Duo Mobile app, then add your Lamar account. This is separate from your LIT Duo account and is required for LEA 2-Step verification.

Step 10: Start Duo Enrollment

Click “Continue” to begin enrolling in LEA 2-Step (DUO). Then click 'Start Setup.'

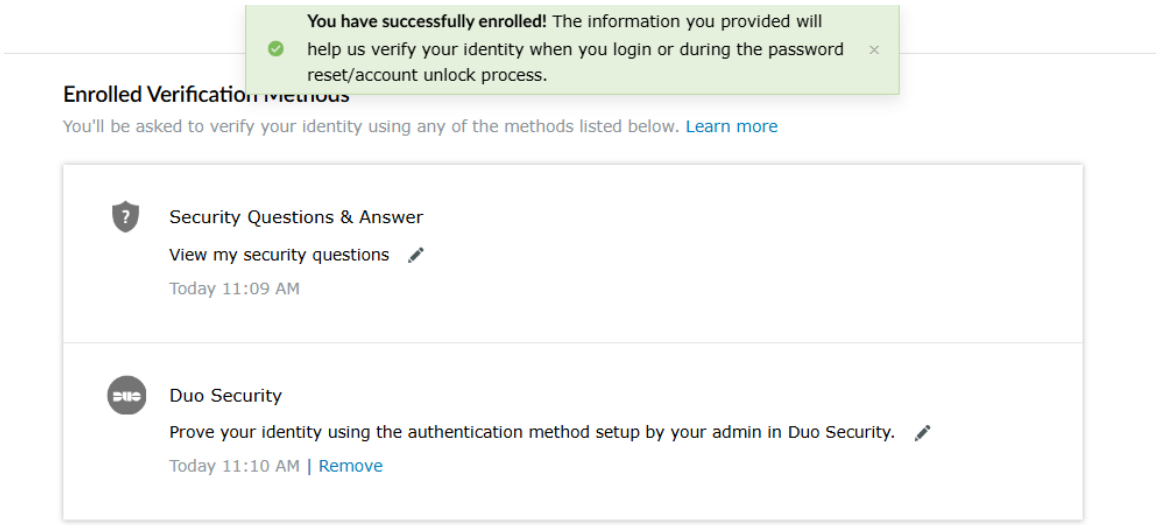


Step 11: Follow the Duo Instructions

Follow the on-screen instructions to complete LU Duo setup.

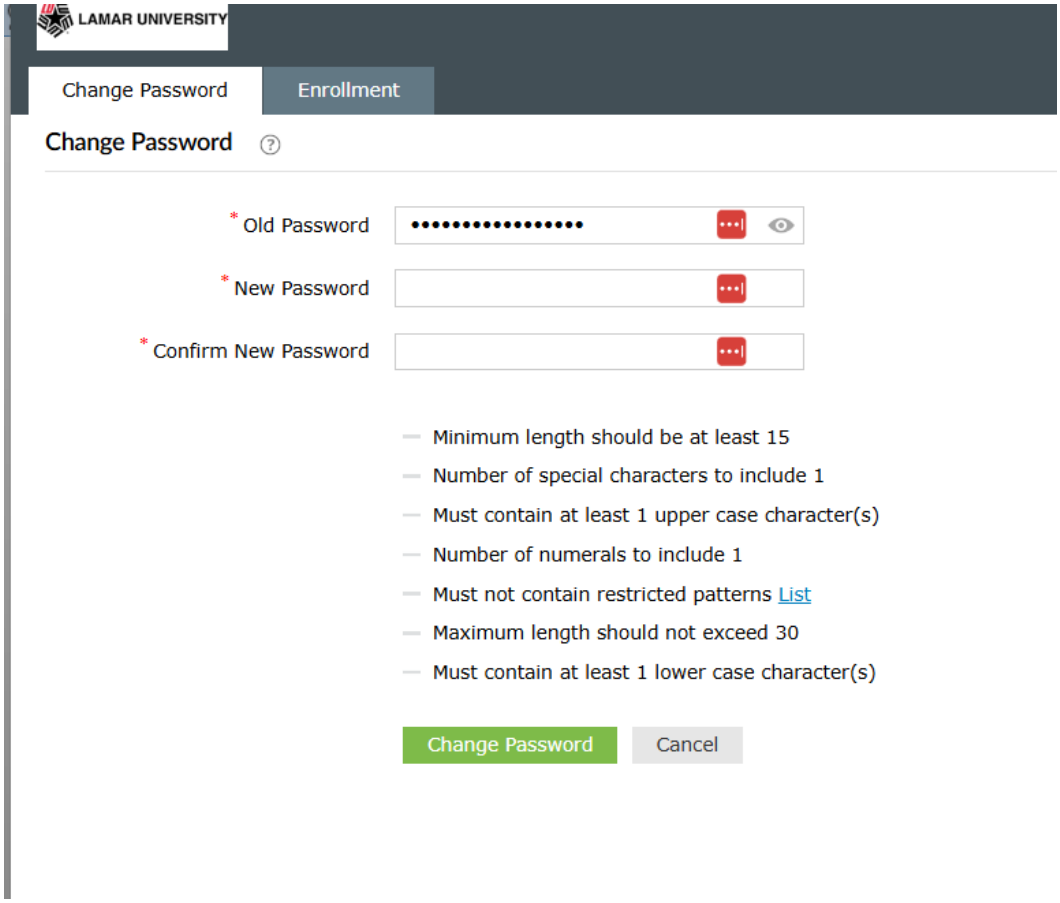
Step 12: Confirm Duo Works

Click 'Continue to Login,' then choose 'Send Me a Push' and approve it on your phone. Once done, you will see a message confirming successful enrollment. You should see a message stating “You have successfully enrolled” like the page below.



Step 13: Change Your Password

At the top left of the page, click 'Change Password.' Use the temporary password as your old password.



Step 14: Create a Strong New Password

Enter your temporary password, then create and confirm a new one. Your new password must be at least 15 characters long and include uppercase, lowercase, a number, and a special character. **Do not use any part of your name or username**.

You are all set! Once your password is updated and LU Duo is active, your LEA account will be ready to use within 2 hours.

Remember! Your account is only active for 1 year. If continued access is needed, please re-onboard each year.