



Test Employee
Enterprise Services

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

| | |
|--------------------------|---------------------|
| Your Lamar Email Address | temployee@lamar.edu |
| Username | temployee |

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**.

Self-Serv Banner Login

| | |
|---------|--|
| LamarID | L20433628 |
| PIN | 6-digit-birthdate, expires on first log in |

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.

| | |
|-----------------------------|--|
| Your LEA username | temployee |
| Your temporary LEA password | The password you were just given in Self-Serv Banner |

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 you 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