



Welcome to Lynn! It is time to Onboard your myLynn account by entering the information from the Lynn University Onboarding email that you received. myLynn is where you will find just about everything you'll need as a Lynn University student—including your orientation schedule, class schedule, financial aid documents, tuition payments, grades and email. If you have not received the email from Lynn University Onboarding you should contact your Admissions Counselor for more information.

1. Find the email like the one below in your personal email that you provided when applying to Lynn.



Information Technology

Dear John Doe,

Congratulations on joining the Lynn University community! Now it is time to activate your Lynn account. By doing so, you will gain access to [myLynn](#)—a portal where you can find everything you will need as a Lynn student including information on academics, student finances and life at Lynn.

- ID Number: XXXXXXXX
- Username: JDoe
- Lynn Email Address: JDoe@email.lynn.edu
- PIN: XXXXXXXXXXX

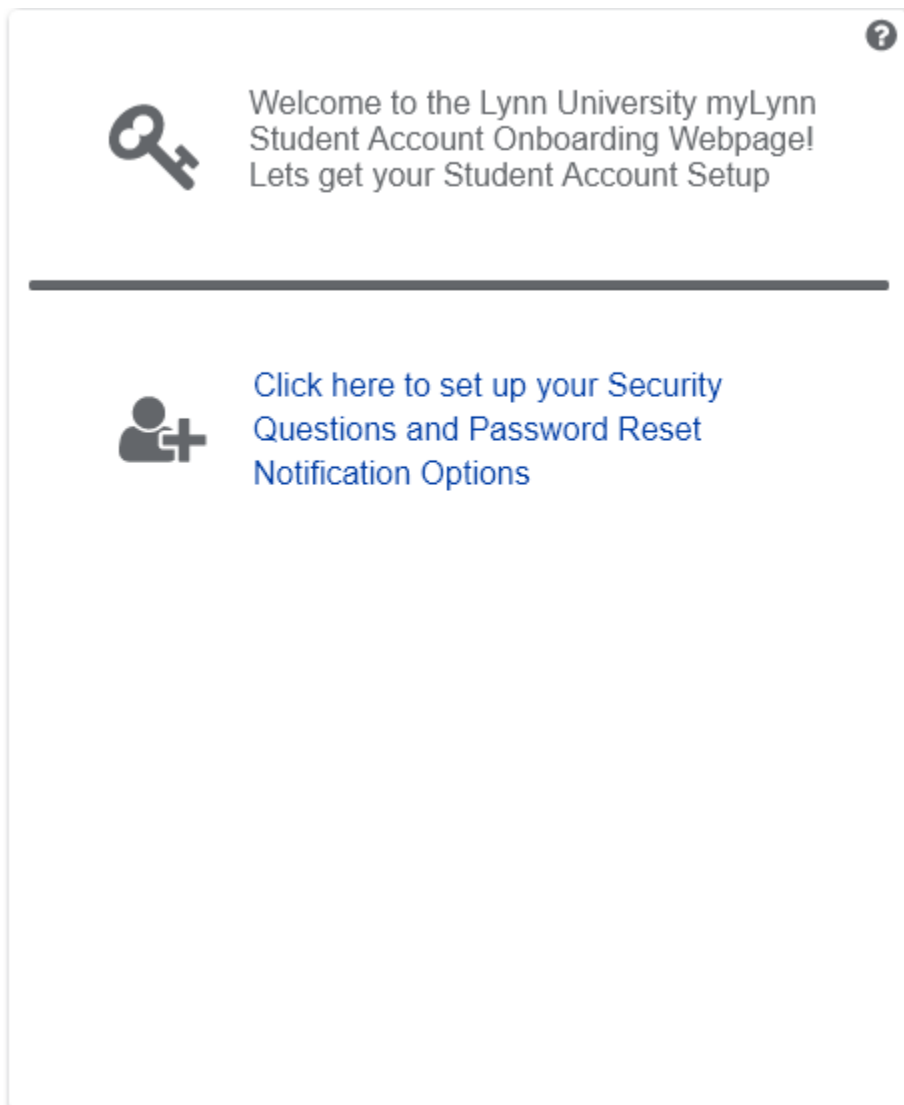
Please click on the link below to begin the onboarding process. You will need the above information to complete the process.

[Lynn University Onboarding Site Link](#)

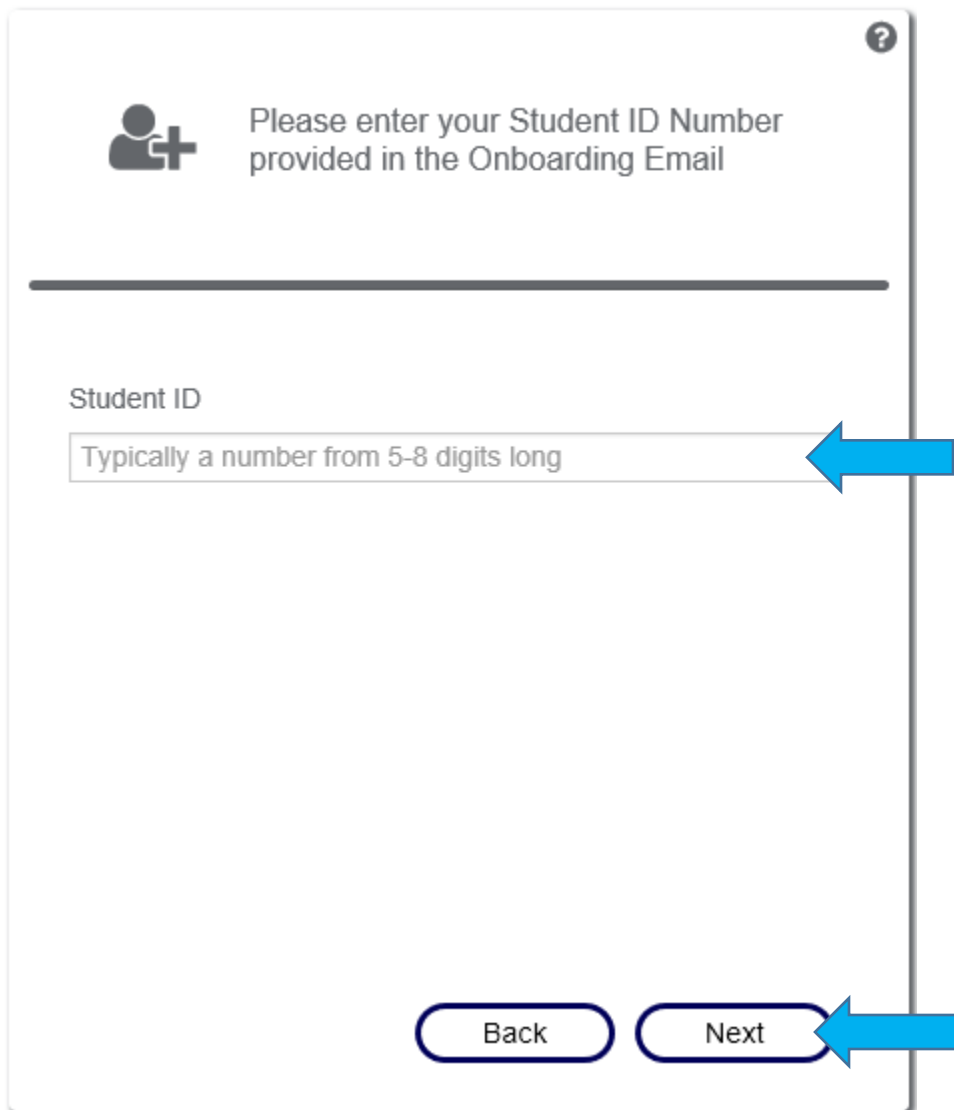
Thank you,

Lynn University Self Service Reset Password Management Team


2. Follow the instructions in the email by clicking on the Lynn University Onboarding Site Link or you can open up any browser and enter <https://onboarding.lynn.edu>. You should see the image below. Follow the instructions on screen. Please keep the Onboarding email ready, as you will need it for the steps below.



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



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Please enter your Student ID Number
provided in the Onboarding Email

Student ID

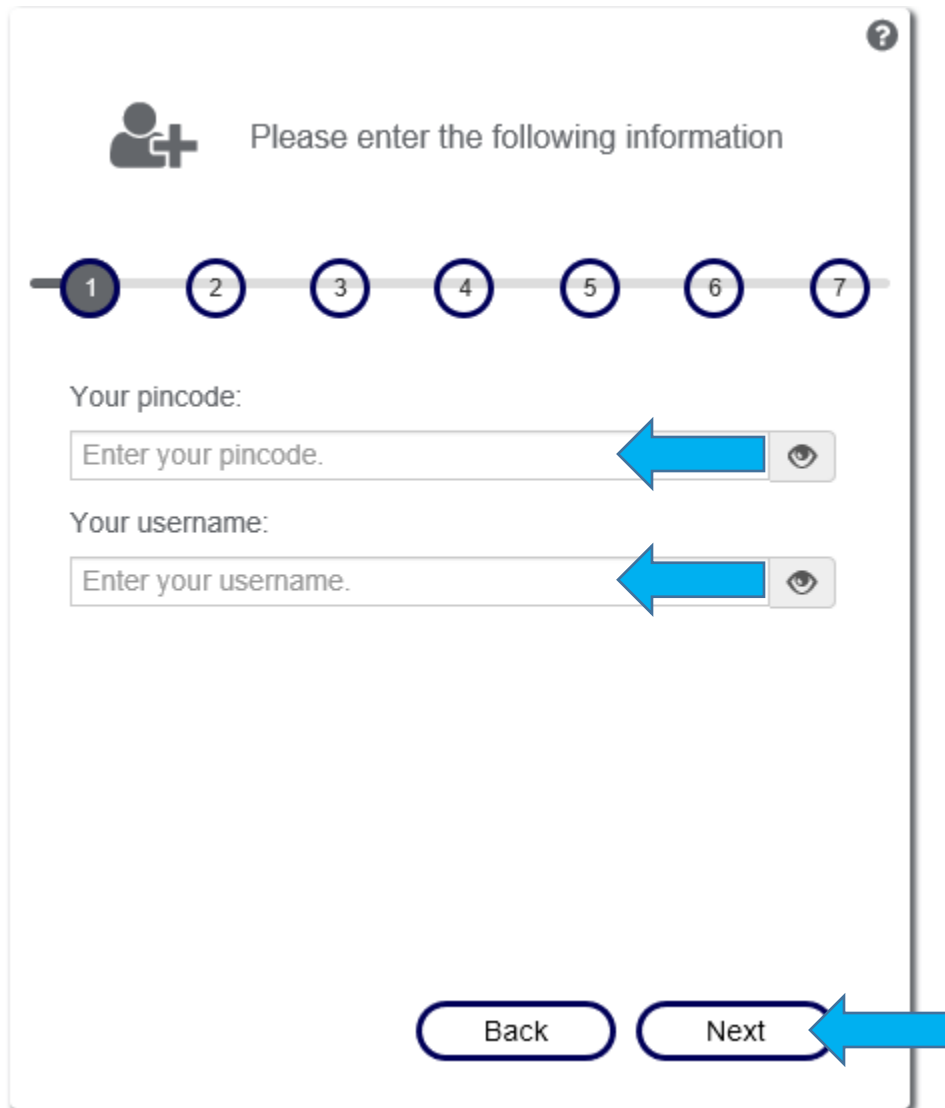
Typically a number from 5-8 digits long

Back

Next


The image shows a digital form for entering a student ID number. At the top right, there is a small question mark icon. Below it, a user icon is followed by the text 'Please enter your Student ID Number provided in the Onboarding Email'. A horizontal line separates this header from the input area. The input area is labeled 'Student ID' and contains a text box with the placeholder text 'Typically a number from 5-8 digits long'. A blue arrow points from the right side of the text box towards the input field. At the bottom of the form, there are two buttons: 'Back' and 'Next'. A blue arrow points from the right side of the 'Next' button towards the input field.

4. Here you will need to enter more information from the Onboarding email. Then click 'Next'




The image shows a user onboarding form with a progress indicator at the top consisting of seven numbered circles (1-7). Circle 1 is filled, and a thick line extends from its left side. Below the progress bar, the text "Please enter the following information" is displayed next to a person icon with a plus sign. There are two input fields: "Your pincode:" and "Your username:". Each field has a placeholder text "Enter your pincode." and "Enter your username." respectively, and a toggle icon (an eye) on the right. A blue arrow points to the right side of each input field. At the bottom, there are two buttons: "Back" and "Next". A blue arrow points to the right side of the "Next" button.

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 Please enter the following information

1 2 3 4 5 6 7

Your pincode:


Enter your pincode. 


Your username:

Enter your username. 

Back Next

5. This page requires you to enter a required personal email address and an optional Mobile Phone Number from the US. This information will be stored in our automated password reset system. Then Click 'Next'




 During the password reset you will be asked to enter a PIN code. Specify how you wish to receive the PIN code.


1 2 3 4 5 6

Required By personal e-mail:

Optional By US Mobile Phone Number: (*SMS Data Rates May Apply)

- 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). 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

7. 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.

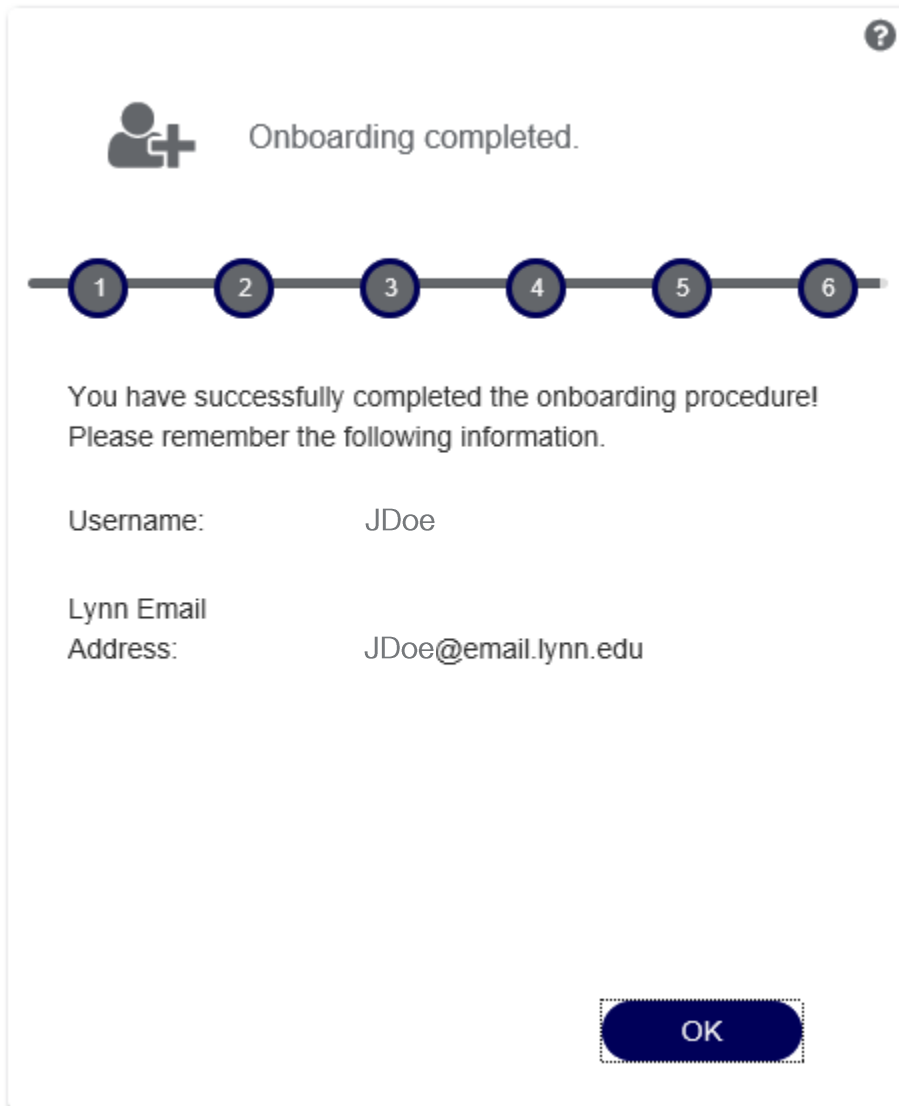
1 2 3 4 5 6

- ✗ 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:

Back Change

- At this point, you have now successfully Activated your myLynn account and finished the Onboarding process. Please remember both your Username and your Lynn Email Address, as these are what you will use to access the myLynn portal and other online resources. If you Click 'OK' you will be taken back to the home page for Onboarding. You can close this browser window.



A notification dialog box with a white background and a thin grey border. In the top right corner, there is a small grey circle containing a white question mark. Below this, on the left, is a grey icon of a person with a plus sign. To the right of the icon, the text "Onboarding completed." is displayed in a grey font. Below the icon and text is a horizontal progress bar consisting of six dark blue circles with white numbers 1 through 6 inside them, connected by a thin grey line. Below the progress bar, the text "You have successfully completed the onboarding procedure! Please remember the following information." is displayed in a grey font. Below this text, there are two lines of information: "Username: JDoe" and "Lynn Email Address: JDoe@email.lynn.edu". At the bottom right of the dialog box, there is a dark blue button with the text "OK" in white.

Onboarding completed.

1 2 3 4 5 6

You have successfully completed the onboarding procedure!
Please remember the following information.

Username: JDoe

Lynn Email Address: JDoe@email.lynn.edu

OK