LEA Account Setup Guide for LIT Students

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

Pefore you start: You'll need to know your LIT username and password. If you don't know them, contact LIT Helpdesk Support first.

Step 1: Go to the LEA Reset Page

Open a web browser and visit: https://lipwdrst01.lamar.edu/. You can also copy and paste the link if it doesn't 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: Access the LEA Reset Page

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

Step 4: Find Your 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'll 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 (e.g., LIT_TXXXXXXXXX) and the temporary password, then click 'Login'.

Step 7: Welcome Screen

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

Step 8: Set Up Security Questions

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

Step 9: Download Duo Mobile

On your phone, download the Duo Mobile app from the App Store or Google Play. This is required for LEA 2-Step verification.

Step 10: Start Duo Enrollment

Click 'Next' 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 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'll see a message confirming successful enrollment.

Step 13: Learn More About Duo (Optional)

You can learn more about Duo here: https://www.lamar.edu/it-services-and-support/lea-2-step/index.html

Step 14: Change Your Password

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

Step 15: 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're all set! Once your password is updated and Duo is active, your LEA account is ready to use.

When Accessing LEA

When you sign into the Lamar Electronic Account, make sure that you are signing in with your LEA username (<u>LIT Tnumber@lamar.edu</u>) and password, not your myLIT credentials.