Welcome to The Citadel!

Please take a moment to read the following important details regarding your new Citadel accounts.

Before you login, review The Citadel's official policies and guidelines for safe computing: http://www.citadel.edu/it/computing-policy.html

By logging in, you agree to accept responsibility for your accounts and abide by all policies. Do not share your login credentials with others as you are responsible for what is done using your accounts.

Follow the Quick Steps to Login and Set Your Password

1)   Launch a web browser such as Internet Explorer or Firefox to access our **Lesesne** ("Luh-SAIN") **Gateway** portal, The Citadel's digital on-line workspace: https://portal.citadel.edu .
     Or, from The Citadel's homepage (http://citadel.edu), select **Citadel Connect** and then click on **Lesesne Gateway**

   Enter your username: **XXXXX** This is a combination of letters from your first and last name and may include numbers. Your username will be provided to you by The Citadel Graduate College Office.

   Enter your temporary password: **XXXXX** (case sensitive) Your initial password is Pass followed by your birthday in the format MMDDYY. Example: Pass070379

2)   Review Citadel business in your **Announcements** channels on the Home tab.

3)   Locate the **Password Management** (right-side box) and change your password. For security reasons, successful passwords must:

   •   Be a minimum of 8 characters

   •   Contain at least one capitalized letter and one lower-case letter

   •   Contain at least one numbers

4) **BulldogAllert**: The Citadel may sound a siren and call or send you important information in the event of an emergency or severe weather alert. To ensure you receive these important alerts, navigate to the **Personal Information channel** and click the link to **Update BulldogAlert Contacts**. You can configure cell/home/text phone numbers as well as an alternative email address.

Congratulations! You've successfully entered the gateway to access The Citadel's on-line digital services.

Dognews

Visit the **Home** tab to read the Dognews, our Citadel campus announcements and business notices. If you want to receive Dognews in your email, click any message in the channel and click "Subscribe" to set your delivery options as digest or regular (individual) messages.

Visit our **ITS Help Center** in Bond Hall, room 253, or call us at 843-953-HELP (4357).

Login Instructions for WebMail:

1. Login to Lesesne Gateway.
2. Click the Student tab.
3. Click the WebMail link.
4. The first time you access your WebMail through Lesesne Gateway, you must enter a password.
    a. Returning Students: Enter your current WebMail password.
    b. New Students: Enter the same username and password you used to login to Lesesne Gateway.
    c. You will be prompted to change your password upon login. (If you have successfully changed your Lesesne Gateway password, you may wish to change your WebMail password to match. This enables you to use the same username/password combination to access both accounts.)

Important: Citadel Administration, faculty and staff communicate with you through your Citadel email. Professors often set up LiveText and CitLearn (online class work) with your Citadel email address. You must activate and maintain this account.