

# LEWIS ONLINE

## 1. Log into your myLewis portal account.



ated with your Lewis email,

(please block: If you already had an account, you'll need

to verify your email address before logging in.)

Once you've verified your email address, you can log in to your

myLewis

account. If you're having trouble logging in, please contact your

IT support team for assistance.

IT Support

1. Click on the response area and download the file in your email subject line containing your

response file for print.

2. Block out your name so that you're able to file for your second name.

3. Fill in the information regarding whether the response is a "release of services appointment".

For more information on the myLewis portal, please visit [www.lewis.edu/myLewis](http://www.lewis.edu/myLewis). If you're having trouble logging in, please contact your IT support team for assistance.

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Questions? Contact us at

[myLewis@lewis.edu](mailto:myLewis@lewis.edu) or call 800-848-2222



LEWIS UNIVERSITY

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