

Molloy College PERSONAL INFO & EMERGENCY CONTACT UPDATE (For New Students) (As of 5.9.2016)



Prior to having a student schedule, new Molloy students may expedite their final check in online by updating your personal and biographical information and providing at least one emergency contact.

Note on Browsers: The Safari browser may not work well for Lion's Den unless you are on the **most recent** version.
Preferred web browsers are: Google Chrome or Mozilla Firefox for using our Lion's Den website.

STEPS TO RETRIEVING YOUR LOGIN AND UPDATING YOUR PERSONAL INFO & EMERGENCY CONTACTS:

- ❖ **Go to the Molloy College Lion's Den portal:** <https://lionsden.molloy.edu/ICS/>
- ❖ On the "**Home**" Tab, new students click the [New Student Account Retrieval](#) link to retrieve your Temporary Username and Password, using Steps 1 and 2. (Step 3 is not used for Temporary Username/Password setups.)
- ❖ Returning or readmitted students with Molloy accounts from the past use the link for the [self-service website](#).
- ❖ The Molloy College Help Desk provides support at helpdesk@molloy.edu or 516.323.4800.
- ❖ **Login:** Use your Temporary Username and requested Password (Or your Molloy Student Account login.)
- ❖ **On the Personal Info Tab click the link:** [Personal Info](#)
- ❖ **Print yourself a copy of the information:** **Molloy College Immunization Requirement Notification.** At the bottom of the page, click: [Next Page-->](#) to proceed.
- ❖ **Complete all required information fields of information:** Enter your full legal names as required. Full middle names must be supplied for accurate tax forms (1098T).
- ❖ **Click:** [Next Page-->](#) to proceed to Emergency Contacts. At least one is required.
- ❖ **Click:** [Next Page-->](#) to proceed. If required information is missing, you will need to correct it.
- ❖ **Verify and edit your information on the "Review and Submit" page.** The "Submit Your Form" box at the bottom of the page allows you to edit in your email address and then click "Submit Form" Button.
- ❖ **Email confirmation:** You will get an email confirming that the submission was made.

SUPPORT:

Registration Technical Support: Molloy College Registrar's Office Support Lines – 516.323.4300.

Lion's Den Issues: Contact the Molloy College Helpdesk at helpdesk@molloy.edu or 516.323.4800.

Immunization Records: Immunization and student health records are required to attend courses. Contact Anita Daleo, R.N. at adaleo@molloy.edu or call 516.323.3467. (Fax - 516.323.3476)

Accurate SSN and Legal Names: Incorrect SSN information may cause a duplicate records or difficulty in transferring courses to a college. The correct SSN is used for 1098T Tax Forms. Full legal names are needed!!!

Students without SSN: Students without SSNs will be given a tentative SSN, so you can create a Student Account through the Registrar's Office at 516.323.4300.