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.