

Connecting to Lyris

1. Open Internet Explorer and go to <https://lyris.duq.edu>
2. You will be presented with this log-in box:



The image shows a Windows-style dialog box titled "Connect to lyris.duq.edu". The dialog has a blue header bar with a key icon on the left and a question mark and close button on the right. Below the header, the text "Lyris ListManager: enter email address and password" is displayed. There are two input fields: "User name:" with a dropdown arrow and a "Password:" field. Below the password field is a checkbox labeled "Remember my password". At the bottom of the dialog are "OK" and "Cancel" buttons.

3. Enter your full email address as the user name
4. The password is your initials, the @ symbol, and the last 4 digits of your SS# (eg. ab@1234)
5. You will then be presented with a screen showing your lists that you manage (if you only manage one list it will take you to the home screen for that one)