Change Your CUNYfirst Password
A user may change their password for the CUNYfirst Portal using the Identity Management System.

<table>
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<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Enter the CUNYfirst URL <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar to access the CUNYfirst Portal Login page.</td>
</tr>
<tr>
<td>2.</td>
<td>[Change Password] Click the Change Password link.</td>
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</table>
| 3.   | **Password Change** Please provide the required information in the following fields to reset your password. For password policy detail, please [click here](#).  
- **User ID**:  
  - OR:  
- **CUNY ID**:  
- **Old Password**:  
- **Password**:  
- **Confirm Password**:  
  - OK  
  - *Denotes required field*

On the Password Change page, enter the correct value for either the User ID or CUNY ID fields.

*Note:*  
- **User ID** is your CUNYfirst Username e.g. John.Smith27.  
- **CUNY ID** is your unique eight digit Identification number e.g. 23008527.

4. Enter the correct value for the Old Password (current password) field.
5. Enter identical values for the Password and Confirm Password fields.

Note: The two entries must match or the user will have to re-enter both fields. Note: CUNY Password Policy when choosing a password:
- 8 or more characters
- 1 or more uppercase letters
- 1 or more numeric or special characters

Note: CUNY Password Reset Policy
- No change for 5 days after last password change
- Not one of 4 previous passwords
- Expires 90 days after the last password change

An email notification will be sent to users whose password is going to expire in the next 7 days.
Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password
At 90 plus days, CUNYfirst will require the user to change their password.

6. Click the OK button.

Note: Once submitted, the process may take a couple minutes.

7. On the Challenge Questions and Answers page, you may also change any or all of the Questions 1-5 and Answer(s) fields.

8. Click the OK button.

Note: Once submitted, the process may take a couple minutes.
9. **Your Password Has Been Changed Successfully!**

When the process is completed, then the following confirmation message appears.

10. To login to CUNYfirst, click the **Return to Log-in Page** link.

**End of Procedure.**