Claim Your CUNYfirst Account
In order to utilize CUNYfirst, student must activate or claim their account first through the identity Management System (IMS).

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
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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>Click on <strong>First time users</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Account Activation</strong>&lt;br&gt;<strong>Note</strong>: Use your name of record with correct capitalization for the <strong>First Name</strong> and <strong>Last Name</strong> fields. <strong>Note</strong>: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978. Enter the forward slashes as well as the digits. <strong>Note</strong>: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.</td>
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<tr>
<td>4.</td>
<td>Click the <strong>OK</strong> button.</td>
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</table>
On the Challenge Questions and Answers page, select or create five questions and enter answers for security in the event you forget your password.

**Note:** In CUNYfirst users may reset their own password by answering Challenge Questions and Answers questions. For each of the five required questions that you selected, enter your personal answer.

6. Click the **OK** button.
7. **Choose a Password**

Choose a password below. For password policy details, please [click here](#).

<table>
<thead>
<tr>
<th>Password*:</th>
<th>********************</th>
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<tbody>
<tr>
<td>Confirm Password*:</td>
<td>********************</td>
</tr>
</tbody>
</table>

*Denotes required field

Once submitted, the update process may take a couple minutes. Please wait...

On the **Choose a Password** page, enter and confirm your password.

**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.

8. Click the **OK** button to submit the password.

9. **User Activation Completed Successfully**

Your username is: FirstName.LastName##

Your EMPLID is: ######

On the **User Activation Completed Successfully** page, your EmplID ID (CUNY ID) is displayed as in the example below.

**Note**: The eight digit Employee ID (CUNY ID) is used to identify you in CUNYfirst. This ID will be requested and not the nine digit National ID (SSN).

End of Procedure.