Activate My CUNY Account

The CUNY Login page is an entry point for multiple applications and services. The list of applications accessible to the CUNY Login page will continue to grow as more applications utilize CUNY Login credentials.

<table>
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<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Enter <code>https://home.cunyfirst.cuny.edu</code> in your browser’s address bar.</td>
</tr>
<tr>
<td>2.</td>
<td>On the Login page, click on New Users link.</td>
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</table>
| 3.   | **Account Activation**  
Please provide the required information in the following fields to activate your CUNY account.  
- **First Name**: Brooklyn  
- **Last Name**: Student  
- **D.O.B. (mm/dd/yyyy)**:  
- **SS# (last 4 digits)**:  

On the Account Activation page, enter **First name**, **Last Name**, **Date of Birth**, **Last 4 digits of SS number**, and CAPTCHA text.  

*Note: Use your name of record with correct capitalization for the First Name and Last Name fields.*  

*Enter Date of birth in mm/dd/yyyy format e.g. 11/30/1978.*  

*If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.* |
| 4.   | Click the OK button. |
5. On the **Challenge Questions and Answers** page, select five different questions and enter different answers.

*Note: In CUNYfirst, users may reset their password with Challenge Questions and Answers.*

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

Choose a password below. For password policy details, please click here

*Password*: •

*Confirm Password*: •

OK

*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.

*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. To submit the password, click the **OK** button.

9. **User Activation Completed Successfully!**

Your username is: **FirstName.LastName##**

Your **EMPLID** is: •

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

**Note:** The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.

10. When you have finished, make a record of your username, Empl ID and password.

**End of Procedure.**