

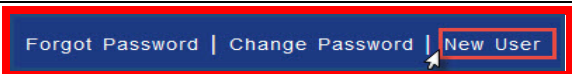

Activate My CUNY Account

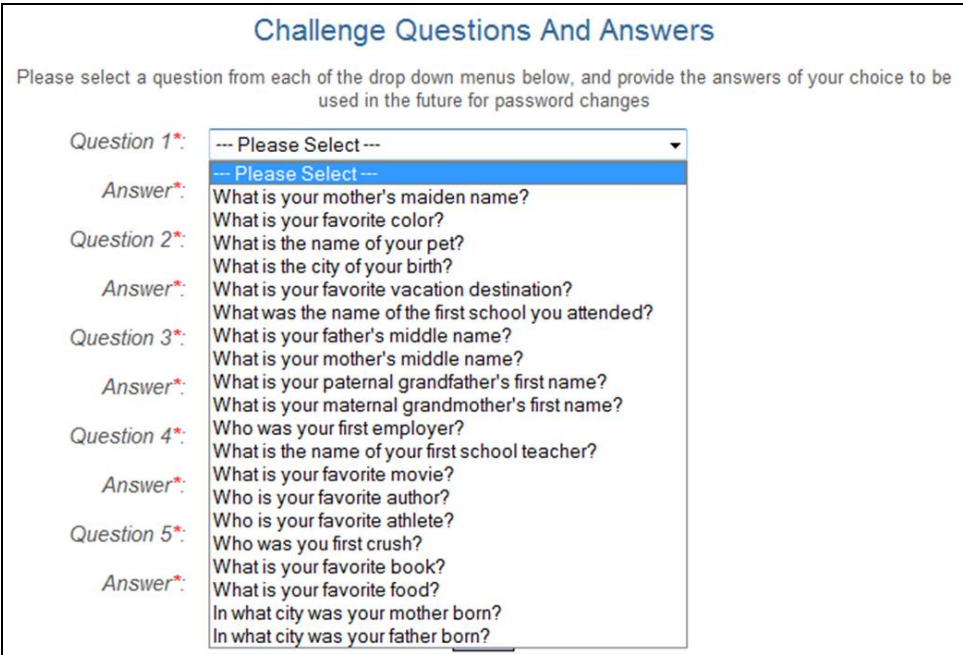
CUNY Login

New → CUNYfirst | CUNYsmart | Virtual Bookstore
Blackboard | DegreeWorks | FACTS

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.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar.
2.	 <p>On the Login page, click on New Users link.</p>
3.	 <p>On the Account Activation page, enter First name, Last Name, Date of Birth, Last 4 digits of SS number, and CAPTCHA text.</p> <p>Note: Use your name of record with correct capitalization for the First Name and Last Name fields.</p> <p>Enter Date of birth in mm/dd/yyyy format e.g. 11/30/1978.</p> <p>If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.</p>
4.	Click the OK button.

<p>5.</p>	<div style="text-align: center;"> <h3>Challenge Questions And Answers</h3> <p>Please select a question from each of the drop down menus below, and provide the answers of your choice to be used in the future for password changes</p> </div>  <p>On the Challenge Questions and Answers page, select five different questions and enter different answers.</p> <p>Note: In CUNYfirst, users may reset their password with Challenge Questions and Answers.</p>
<p>6.</p>	<p>Click the OK button.</p>

<p>7.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <h3 style="color: #4F81BD;">Choose a Password</h3> <p>Choose a password below. For password policy details, please click here</p> <p>Password*: <input type="password" value="••••••••"/></p> <p>Confirm Password*: <input type="password" value="••••••••"/></p> <p>OK</p> <p><small>*Denotes required field</small></p> <p>Once submitted, the update process may take a couple minutes. Please wait...</p> </div> <p>On the Choose a Password page, enter and confirm your password.</p> <p>The two entries must match or the user will have to re-enter both fields.</p> <p>Note: CUNY Password Policy when choosing a password</p> <ul style="list-style-type: none"> • 8 or more characters • 1 or more uppercase letters • 1 or more numeric or special characters <p>Note: CUNY Password Reset Policy</p> <ul style="list-style-type: none"> • No change for 5 days after last password change • Not one of 4 previous passwords • Expires 90 days after the last password change <p>An email notification will be sent to users whose password is going to expire in the next 7 days.</p> <p>Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password</p> <p>At 90 plus days, CUNYfirst will require the user to change their password.</p>
<p>8.</p>	<p>To submit the password, click the OK button.</p>
<p>9.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <h3 style="color: #4F81BD;">User Activation Completed Successfully!</h3> <p>Your username is: FirstName.LastName##</p> <p>Your EMPLID is: #####</p> </div> <p>On the User Activation Completed Successfully! page, your Empl ID (CUNY ID) is displayed as in the example below.</p> <p>Note: The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.</p>
<p>10.</p>	<p>When you have finished, make a record of your username, Empl ID and password.</p>
<p>End of Procedure.</p>	