# Change My CUNYfirst Password

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

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the CUNYfirst URL <strong><a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a></strong> in your browser’s address bar to access the CUNYfirst Portal Login page.</td>
</tr>
</tbody>
</table>
| 2.   | **Change Password**

Click the **Change Password** link.

<table>
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| 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**: [Field]
- **CUNY ID**: [Field]
- **Old Password**: [Field]
- **Password**: [Field]
- **Confirm Password**: [Field]

*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.Smith78.
- **CUNY ID** is your unique eight digit Identification number, e.g. 12345678.

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<tbody>
<tr>
<td>4.</td>
<td>Enter the correct value for the <strong>Old Password</strong> (current password) field.</td>
</tr>
</tbody>
</table>
5. Enter identical values for the Password and Confirm Password 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
- Password must not be longer than 13 characters

Note: CUNY Password Reset Policy
- Password must not be one of 4 previous passwords.
- Expires 180 days after the last password change.
- Password change reminder will be sent 175 days after the last password change.
- At 180 plus days, CUNYfirst will require the user to change their password.

6. Click the OK button.

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

8. Click the OK button.

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

Return to Log-in Page
<table>
<thead>
<tr>
<th>10.</th>
<th>To login to CUNYfirst, click the <strong>Return to Log-in Page</strong> link.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>