



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.

Step	Action
1.	Enter the CUNYfirst URL https://home.cunyfirst.cuny.edu in your browser's address bar to access the CUNYfirst Portal Login page.
2.	 <p>Click the Change Password link.</p>
3.	 <p>On the Password Change page, enter the correct value for either the User ID or CUNY ID fields.</p> <p>Note:</p> <ul style="list-style-type: none"> • User ID is your CUNYfirst Username, e.g. John.Smith78. • CUNY ID is your unique eight digit Identification number, e.g. 12345678.
4.	Enter the correct value for the Old Password (current password) field.

5.	<p>Enter identical values for the Password and Confirm Password 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 • Password must not be longer than 13 characters <p>Note: CUNY Password Reset Policy</p> <ul style="list-style-type: none"> • 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.	<div data-bbox="397 745 1356 1396" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Challenge Questions And Answers</p> <p style="text-align: center;">If you would like to change your challenge questions and answers, please select again from each of the drop down menus below:</p> <p>Question 1*: <input type="text" value="What is the name of your pet?"/></p> <p>Answer*: <input type="text" value="Pat the Dog"/></p> <p>Question 2*: <input type="text" value="What is your maternal grandmother's first name?"/></p> <p>Answer*: <input type="text" value="Jasmine"/></p> <p>Question 3*: <input type="text" value="What is the city of your birth?"/></p> <p>Answer*: <input type="text" value="Rigby"/></p> <p>Question 4*: <input type="text" value="What is your favorite color?"/></p> <p>Answer*: <input type="text" value="Sky Blue"/></p> <p>Question 5*: <input type="text" value="What is your mother's maiden name?"/></p> <p>Answer*: <input type="text" value="Stravinski"/></p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>On the Challenge Questions and Answers page, you may also change any or all of the Questions 1-5 and Answer fields.</p>
8.	Click the OK button.
9.	<div data-bbox="397 1554 1104 1837" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Your Password Has Been Changed Successfully!</p> <p>Your username is: <input type="text" value="FirstName.LastName##"/></p> <p>Your CUNY ID is: <input type="text" value="#####"/></p> <p style="text-align: center;">Return to Log-in Page</p> </div> <p>When the process is completed, then the following confirmation message appears.</p>

10.	To login to CUNYfirst, click the Return to Log-in Page link.
	End of Procedure.