

To Be Completed Before Attending A Training Session

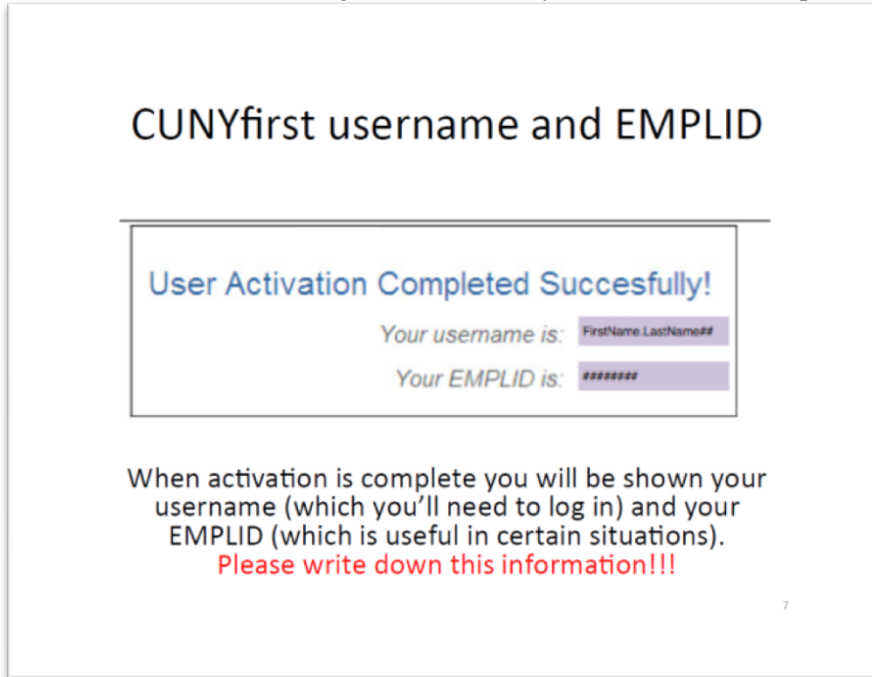
1. Claim your Simulation account by going to
 - a- <https://cnyeptst.cunyfirst.cuny.edu>
 - b- Click on First Time Users



- c- Follow the directions on the screen

2. One of two things will happen next

- a. You are successful => You get a screen with your Username & Empl. I.D.



- b. It was NOT a success and the message reads that User Not Found

The screenshot shows the CUNYfirst Account Activation page. At the top, there is a blue header with the CUNYfirst logo and the text "Fully Integrated Resources & Services Tool". To the right of the header is the CUNY logo and the text "The City University of New York". Below the header, the page title is "Account Activation". Underneath the title, it says "Please provide the required information in the following fields to activate your CUNY account." Below this, there is a red error message: "• This account is not active, please contact help desk". Below the error message, there are four input fields: "First Name*", "Last Name*", "D.O.B. (mm/dd/yyyy)*", and "SS# (last 4 digits)*". Below these fields is a CAPTCHA challenge. The CAPTCHA shows a box with the number "73" and a box with the number "92825969". Below the CAPTCHA, there is a text input field with the placeholder "Type the text" and a "Privacy & Terms" link. Below the text input field is an "OK" button. Below the "OK" button, there is an "Instructions" section with three bullet points: "• Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service.", "• If you are not sure what the words are, either enter your best guess or click the reload button next to the distorted words.", and "• Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge." Below the instructions, there is a red asterisk and the text "Denotes required field". At the bottom left of the page, there is a small "Disclaimer:" link.

- Take a screen shot and send it in an email to the ASL Team
- asl@ccny.cuny.edu
- The update may take a number of days because it must be approved by the Registrar et al.