To Be Completed Before Attending A Training Session

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

Now login to	VOUL CUIN	
	, • • • • • • • •	THISL
"Training"	account	
 https://cnyeptst.cunyfirst.cuny.ed Enter your CUNYfirst username and 	u .	
	password	
CUNYfirst	password	CU The City University of New York
CUNYFICST Fully langezated Resources & Services Tool	password Sign In	CU The City University of New York

c- Follow the directions on the screen

CUNYFIRSt uity Integrated Resources & Services Tool	CU The City University of New York
Account Activation Please provide the required information in the following fields to activate your CUNY account. First Name* Last Name* D.D.B. (mm/ddfyyyy)* SS# (last 4 digits)* 28554926 Type the text Procey & Terms Procey & Terms DK	
Instructions	
 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. Visually impaired users can click the audio button to hear a set of words that can be 	

- 2. One of two things will happen next
 - a. You are successful => You get a screen with your Username & Empl. I.D.

Your username is: FirstName LastName
Your EMPLID is:

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

CUNYFIRST Fully Integrated Resources & Services Tool	CU The City University of New York
Account Activation Please provide the required information in the following fields to activate your CUNY account.	
This account is not active, please contact help desk	
First Name*: Last Name*: D.O.B. (mm/dd/yyyy)*: SS# (last 4 digits)*: SS# (last 4 digits)*:	
ОК	
 Instructions 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. Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge. 	
Disdalmer	

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