Logging in to CUNYfirst

1

Once you claim your account, enter **https://home.cunyfirst.cuny.edu** in your browser's address bar.

2

Enter your CUNYfirst username and password and click the **Submit** button to log in to the CUNYfirst home page.

Signing out of CUNYfirst

Note: To protect your privacy and prevent unauthorized use of your account, always sign out and close all web browser windows to end your session.

Click the **Sign Out** link in the upper right corner of the CUNYfirst screen.

SIGN OUT

FAQs

Q. What processes will be affected by CUNYfirst?

1. Campus Solutions This is the faculty and student module of CUNYfirst: Admissions; Student Financials; Enrollment, Student Records; Schedule of Classes; Course Catalog; Faculty Center; Advisor Center

2. General Ledger This is the base system for all financial transactions in the college.

3. Human Capital Management This is the Human Resources module of CUNYfirst: Base HR processes; Employee Self Service Base Benefit processes; Recruitment and Payroll (interfaces with NYS and NYC).

Q. What if I can't log in?
Try these: (1) Make sure caps lock is off. (2) Quit and reopen browser and ensure you are logging in with this *exact* url **http://home.cunyfirst.cuny.edu**. (3) Clear your cache. Visit **www.wikihow.com/Clear-Your-Browser's-Cache** for instructions. (4) Switch to a different web browser. (5) Reset password. (6) See the troubleshooting guide at **http://support.ccny.cuny.edu/cunyfirst** If you still need help, call the CUNYfirst helpline x 8080.

Q. Can I use my personal e-mail for CUNYfirst?
No. You **must** use your CCNY CityMail account.

Q. Which browsers are preferred for CUNYfirst access?
Users have had the best experiences with:
PCs: Mozilla Firefox, or Google Chrome
MACs: Mozilla Firefox, or Google Chrome.

Q. Does CUNYfirst affect CUNY Portal?
No. CUNY Portal remains the access point for Blackboard and eMall.

Q. Where can I go for additional help?
For links to FAQs, online training resources, self-service reference guides, video tutorials and more, visit the CUNYfirst support website at: **http://support.ccny.cuny.edu/cunyfirst/**

HOW TO ACCESS
CUNYfirst
AND CLAIM YOUR
ACCOUNT

EMPLID: _____

USERNAME: _____

CUNY The City University of New York

The City College of New York

CLAIM YOUR ACCOUNT

1

Visit: **https://home.cunyfirst.cuny.edu** **Note: Faculty, staff and students transferring from a CUNYfirst school (see list below) already have an account and should just log in. New students can claim their accounts after April 7.**

Borough of Manhattan Community College

Bronx Community College

Brooklyn College

College of Staten Island

CUNY Graduate School of Journalism

CUNY School of Law

CUNY School of Professional Studies

CUNY School of Public Health

Hostos Community College

Hunter College

Kingsborough Community College

LaGuardia Community College

Lehman College

Macaulay Honors College

New York City College of Technology

Queensborough Community College

Queens College

Stella and Charles Guttman Community College

York College

2

Click on **First Time Users** link.

3

This will bring you to **Account Activation.**

● Refresh

● Audio

● Help

Note: Your date of birth must include forward slashes, i.e., 09/31/1975.

Type the words you see in the CAPTCHA, including the space. Click **Refresh** to choose a different CAPTCHA text, or click **Audio** to hear an aural alternative CAPTCHA. Click OK to proceed to the next step.

4

Select your five challenge questions and type in answers for each question. You will need to remember your answers in order to reset a forgotten password, so select questions and answers that are memorable. Click OK.

5

Passwords must:
- ● be at least **8 -13 characters long**
- ● contain at least **one uppercase letter**
- ● must have at least **one numeric character** (1,2,3,etc.) or **one special character** (&, %, ?, etc.)

Click the OK button once. It may take a few minutes to process your CUNYfirst account information, so be patient.

Note: Your password will expire every 90 days, at which point you will be prompted to create a new password.

6

You have successfully claimed your CUNYfirst account. Make a note of your user name and EMPLID.

Note: Your EMPLID, which is your unique eight digit personal ID number, is sometimes referred to as your User ID.