

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar.
2.	Click on the Change Password link.
3.	<p>Enter your User ID or Empl ID. Your CUNYfirst username (User ID) is typical in the following format first name dot your last name followed by the last 2 digits of your EMPLID. Example john.Doe81. Enter your old password (current Password) and new password twice.</p> <p>Note: It's recommended to make a note of your password and keep it in a secure location. Your Password will expire every 90 days and you will be prompted to change your password. You can click on the click here link to view the CUNYfirst password policy requirements.</p> <p>Click the OK button once; it may take a few minutes to process your change of password</p> <div data-bbox="383 892 1211 1329" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Password Reset</p> <p>Please provide the required information in the following fields to reset your password. For password policy detail, please click here</p> <p>User ID: <input type="text"/></p> <p style="text-align: center;">OR</p> <p>Empl ID: <input type="text"/></p> <p>Old Password*: <input type="password"/></p> <p>Password*: <input type="password"/></p> <p>Confirm Password*: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="OK"/></p> <p style="text-align: center;"><small>*Denotes required field</small></p> </div> <div data-bbox="922 968 1469 1352" style="border: 1px solid gray; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p>Password must be at least 8 characters long. Password must contain at least 1 uppercase letters. Your password must have at least one numeric character OR one special character. Password must not be one of 4 previous passwords.</p> </div>
4.	<p>You have successfully changed your CUNYfirst password Please make a note of your username and EMPLID. It's recommended that you print this confirmation screen.</p> <div data-bbox="479 1564 1174 1782" style="border: 1px solid gray; padding: 10px; margin: 10px 0; text-align: center;"> <p>Password reset succeeded</p> <p>Your username is: Matt.Fox81</p> <p>Your EMPLID is: 00256481</p> </div>