

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar.
2.	Click on First time users link. <div data-bbox="597 394 993 541" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Forgot your password?</p> <p style="text-align: center;">Change Password</p> <p style="text-align: center;">First time users</p> </div>
3.	Enter all required information (First Name, Last Name, Date of Birth and SS# last 4 digits) Note: Your D.O.B. must include forward slashes i.e. 09/31/1975. <div data-bbox="383 716 1216 1291" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Account Activation</p> <p style="text-align: center;">Please provide the required information in the following fields to activate your CUNY account.</p> <p style="text-align: center;">First Name*: <input type="text"/></p> <p style="text-align: center;">Last Name*: <input type="text"/></p> <p style="text-align: center;">D.O.B. (mm/dd/yyyy)*: <input type="text"/></p> <p style="text-align: center;">SS# (last 4 digits)*: <input type="text"/></p> <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><i>tzlfica</i> Imported</p> <p style="text-align: center;">Type the two words:</p> <p style="text-align: center;"><input type="text"/></p> </div> <p style="text-align: center;">OK</p> </div> <div data-bbox="1188 997 1409 1144" style="margin-left: 20px;">  <p>Refresh Audio Help</p> </div> <p>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.</p> <p>Note:</p> <p style="padding-left: 20px;">If you are not sure what the words are, either enter your best guess or click the reload button next to the distorted words.</p> <p style="padding-left: 20px;">Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge.</p> <p>Click OK to proceed to the next step</p>

4. Select your 5 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 answer that are memorable.
- Note:** Questions and answers cannot be repeated. Answers are not case sensitive and must be at least 2 characters in length.

Click OK to proceed to the next step.

Challenge Questions And Answers

Please select a question from each of the drop down menus below, and provide the answers of your choice to be used in the future for password resets

Question 1*:
Answer*:

Question 2*:
Answer*:

Question 3*:
Answer*:

Question 4*:
Answer*:

Question 5*:
Answer*:

*Denotes required field

5. Enter your selected password twice.
- 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.

Click the OK button once; it may take a few minutes to process your CUNYfirst account information.

Choose a Password

Choose a password below. For password policy details, please [click here](#)

Password*:

Confirm Password*:

*Denotes required field

- Password must be at least 8 characters and up to 13 characters.
- Password must contain at least 1 uppercase letters.
- Your password must have at least one numeric character (1,2,3,etc.) or one special character (&, %, ?, etc.)

6.	<p>You have successfully claimed your CUNYfirst account please make a note of your username and EMPLID. It's recommended that you print this confirmation screen.</p> <p>Note: Your CUNYfirst username is sometimes referred to as your User ID. Your EMPLID is your personal unique 8 digit personal identification number used in the CUNYfirst system.</p> <div data-bbox="453 432 1157 655" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Password reset succeeded</p> <p>Your username is: Matt.Fox81</p> <p>Your EMPLID is: 00256481</p> </div>
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Logging Into CUNYfirst	
1.	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 login.
3.	Once you have successfully logged in, the CUNYfirst Portal page appears.

Signing Out of CUNYfirst	
1.	<p>Click the Sign Out link in the upper right corner of the CUNYfirst screen. </p> <p>Note: To protect your privacy and prevent unauthorized use of your account, be sure to sign out and close all web browser windows to end your session.</p>
2.	You have successfully ended your session in CUNYfirst.