

DROPBOX

Who has access?

- All CUNY student*, faculty and staff*
- Faculty and staff will be provisioned first
- Provisioning for students are expected to be completed during the first full week of the semester.
- Staff that are not considers administrative staff by HR will not have access to Dropbox.

How do I login?

1. Link **dropbox.cuny.edu**
 - Email: Enter you **CUNY Login username** (name.lastname##@login.cuny.edu)*
 - Click **Sign on**

*If you do not know your CUNY Login or need to reset password see link below

1. Link: cuny.edu
2. Top right corner click **Login**
3. Under Login, click on either **Forgot Username or Forgot Password**
 - a. If you have never activate your CUNY Login click on **New User**

How much storage space do I have?

1. Active Faculty and administrative staff have unlimited storage space
2. Students have 15Gb of space

Helpful Links:

Help Center: <https://help.dropbox.com/>

CUNY help center: <https://www2.cuny.edu/about/administration/offices/cis/technology-services/dropbox/>

If you have any issues you can email the servicedesk@ccny.cuny.edu

1. Include Following information
 - i. DESCRIPTION OF INCIDENT / OTHER:
 - ii. NAME:
 - iii. TITLE (STUDENT, FACULTY, STAFF):
 - iv. EMPLID:
 - v. CUNY LOGIN USERNAME
 - vi. EMAIL ADDRESS IN CUNYFIRST -- FACULTY AND STAFF = BUSINESS ADDRESS*
 - vii. STUDENT = PREFERRED EMAIL ADDRESS
 - viii. ERROR MESSAGE AND SCREENSHOT IF NECESSARY