![CUNYfirst - Fully Integrated Resources & Services Tool]
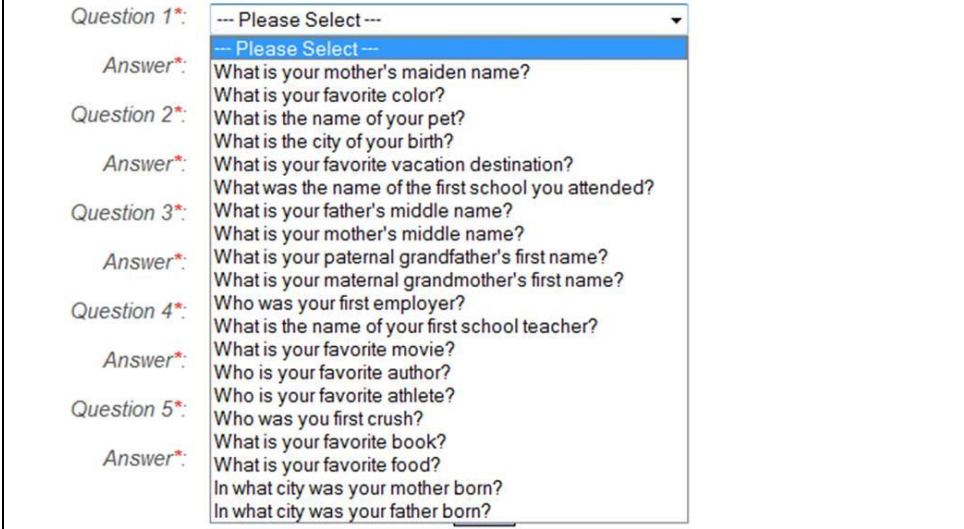
Activate My CUNYfirst Account

In order to access CUNYfirst, users activate or claim their account through the Identity Management System (IMS).

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar.
2.	**First time users** On the **Login** page, click on **First time users** link.
3.	 On the **Account Activation** page, enter **First name, Last Name, Date of Birth, Last 4 digits of SS number**, and **CAPTCHA** text. *Note: Use your name of record with correct capitalization for the First Name and Last Name fields.* *Note: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.* *Note: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.*
4.	Click the **OK** button.

5.	**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 changes
	Question 1*: --- Please Select ---
	--- Please Select ---
	What is your mother's maiden name?
	What is your favorite color?
	What is the name of your pet?
	What is the city of your birth?
	What is your favorite vacation destination?
	What was the name of the first school you attended?
	What is your father's middle name?
	What is your mother's middle name?
	What is your paternal grandfather's first name?
	What is your maternal grandmother's first name?
	Who was your first employer?
	What is the name of your first school teacher?
	What is your favorite movie?
	Who is your favorite author?
	Who is your favorite athlete?
	Who was you first crush?
	What is your favorite book?
	What is your favorite food?
	In what city was your mother born?
	In what city was your father born?

(Question 1*, Answer*, Question 2*, Answer*, Question 3*, Answer*, Question 4*, Answer*, Question 5*, Answer*)

On the **Challenge Questions and Answers** page, select or create five different questions and enter different answers. In the event you forget your password, then you will be asked three of these five questions and your answers must match each character.

Note: In CUNYfirst, users may reset their password with Challenge Questions and Answers.

6.	Click the **OK** button.

7.	On the **Choose a Password** page, enter and confirm your password. *Note: The two entries must match or the user will have to re-enter both fields.* *Note: CUNY Password Policy when choosing a password* • *8 or more characters* • *1 or more uppercase letters* • *1 or more numeric or special characters* • *Password must not be longer than 13 characters* *Note: CUNY Password Reset Policy* • *Password must not be one of 4 previous passwords.* • *Expires 180 days after the last password change.* • *Password change reminder will be sent 175 days after the last password change.* • *At 180 plus days, CUNYfirst will require the user to change their password.*
8.	To submit the password, click the **OK** button.
9.	On the **User Activation Completed Successfully!** page, your Empl ID (CUNY ID) is displayed as in the example below. *Note: The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.*
10.	When you have finished, make a record of your username, Empl ID and password.
	End of Procedure.