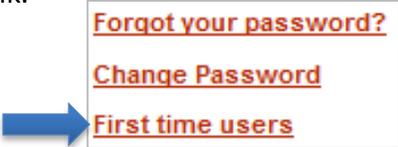


**CUNYfirst Managing Your Account:
Claiming Your CUNYfirst Account**

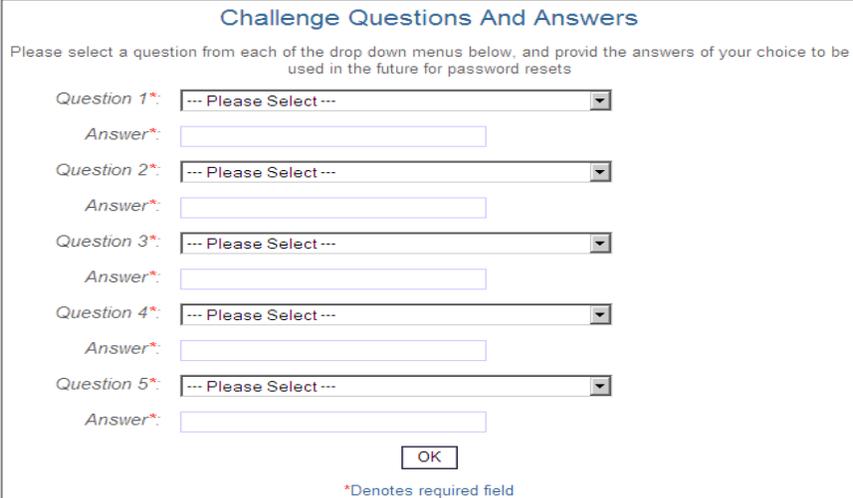


Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar.
2.	<p>Click on First time users link.</p> 
3.	<p>Enter all required information (First Name, Last Name, Date of Birth and SS# last 4 digits) <i>Note: Your D.O.B. must include forward slashes i.e. 09/31/1975.</i></p>  <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><i>Note:</i></p> <ul style="list-style-type: none"> • If you are not sure what the words are, either enter your best guess or click the reload button next to the distorted words. • Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge. <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*:

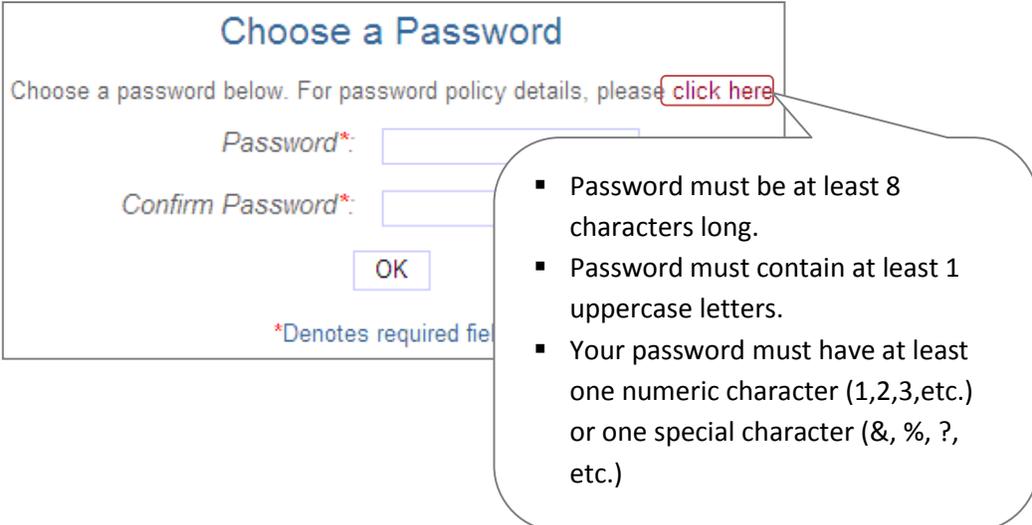
Question 5*:
Answer*:

*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 long.
- 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.)

CUNYfirst Managing Your Account: Claiming Your CUNYfirst Account



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="451 430 1156 653" 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> <div data-bbox="1036 1104 1382 1152" style="border: 1px solid black; background-color: #4a86e8; color: white; padding: 5px; text-align: center; width: fit-content; margin-left: auto;">SIGN OUT</div> <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.