

# CUNYfirst Managing Your Account: Changing Your CUNYfirst Password Guide



Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar.
2.	Click on the <a href="#">Change Password</a> 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><b>Note:</b> 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 <a href="#">click here</a> 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="378 886 1201 1325"> <p><b>Password Reset</b></p> <p>Please provide the required information in the following fields to reset your password. For password policy detail, please <a href="#">click here</a></p> <p>User ID: <input type="text"/></p> <p>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><input type="button" value="OK"/></p> <p>*Denotes required field</p> </div> <div data-bbox="950 997 1404 1318"> <ul style="list-style-type: none"> <li>▪ Password must be at least 8 characters long.</li> <li>▪ Password must contain at least 1 uppercase letter.</li> <li>▪ Your password must have at least one numeric character OR one special character.</li> <li>▪ Password must not be one of 4 previous passwords.</li> </ul> </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="474 1558 1166 1778"> <p><b>Password reset succeeded</b></p> <p>Your username is: <b>Matt.Fox81</b></p> <p>Your EMPLID is: <b>00256481</b></p> </div>