HOW TO CLAIM YOUR CUNYFIRST ACCOUNT

Step	Action
☐1.	Enter the CUNYfirst URL **https://home.cunyfirst.cuny.edu** in your browser's address bar to access the CUNYfirst Portal Login page.
☐2.	Click on **First time users** link.
☐3.	On the **Account Activation** page, enter text into all four required fields. *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. Enter the forward slashes as well as the digits.* *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.	On the **Challenge Questions and Answers** page, select or create five questions and enter answers for security in the event you forget your password. *Note: In CUNYfirst users may reset their own password by answering Challenge Questions and Answers questions. For each of the five required questions that you selected, enter your personal answer.*
☐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* *Note: CUNY Password Reset Policy* *No change for 5 days after last password change* *Not one of 4 previous passwords* *Expires 90 days after the last password change* *An email notification will be sent to users whose password is going to expire in the next 7 days.* *Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password* *At 90 plus days, CUNYfirst will require the user to change their password.*
☐8.	Click the **OK** button to submit the password.
☐9.	On the **User Activation Completed Successfully** page, your EmplID ID (CUNY ID) is displayed as in the example below. *Note: The eight digit Employee ID (CUNY ID) is used to identify you in CUNYfirst. This ID will be requested and not the nine digit National ID (SSN).*
	End of Procedure.