
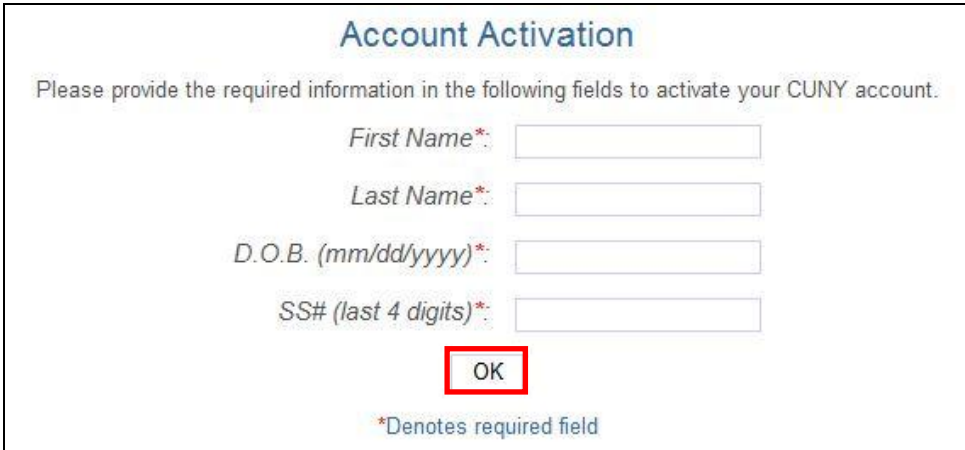


Activate My CUNYfirst Account

In order to utilize CUNYfirst, student must activate or claim their account first through the identity Management System (IMS).

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. <i>Note: Use correct capitalization for the First Name and Last Name fields.</i> <i>Note: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.</i> <i>Note: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.</i> 
4.	Click the OK button.

5.	<p>On the Challenge Questions and Answers page, select or create five questions and enter answers for security in the event you forget your password.</p> <p>Note: <i>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.</i></p> <div data-bbox="381 464 1339 1113"> <p style="text-align: center;">Challenge Questions And Answers</p> <p>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</p> <p>Question 1*: --- Please Select ---</p> <p>Answer*: What is your mother's maiden name?</p> <p>Question 2*: What is your favorite color?</p> <p>Answer*: What is the name of your pet?</p> <p>Question 3*: What is the city of your birth?</p> <p>Answer*: What is your favorite vacation destination?</p> <p>Question 4*: What was the name of the first school you attended?</p> <p>Answer*: What is your father's middle name?</p> <p>Question 5*: What is your mother's middle name?</p> <p>Answer*: What is your paternal grandfather's first name?</p> <p>Question 6*: What is your maternal grandmother's first name?</p> <p>Answer*: Who was your first employer?</p> <p>Question 7*: What is the name of your first school teacher?</p> <p>Answer*: What is your favorite movie?</p> <p>Question 8*: Who is your favorite author?</p> <p>Answer*: Who is your favorite athlete?</p> <p>Question 9*: Who was your first crush?</p> <p>Answer*: What is your favorite book?</p> <p>Question 10*: What is your favorite food?</p> <p>Answer*: In what city was your mother born?</p> <p>Answer*: In what city was your father born?</p> </div>
6.	Click the OK button.

7.	<p>On the Choose a Password page, enter and confirm your password.</p> <p>Note: <i>The two entries must match or the user will have to re-enter both fields.</i></p> <p>Note: <i>CUNY Password Policy when choosing a password:</i></p> <ul style="list-style-type: none"> • 8 or more characters • 1 or more uppercase letters • 1 or more numeric or special characters <p>Note: <i>CUNY Password Reset Policy</i></p> <ul style="list-style-type: none"> • No change for 5 days after last password change • Not one of 4 previous passwords • Expires 90 days after the last password change <p><i>An email notification will be sent to users whose password is going to expire in the next 7 days.</i></p> <p><i>Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password</i></p> <p><i>At 90 plus days, CUNYfirst will require the user to change their password.</i></p> <div data-bbox="376 812 1330 1232"> </div>
8.	Click the OK button to submit the password.
9.	<p>On the User Activation Completed Successfully page, your Empl ID (CUNY ID) is displayed as in the example below.</p> <p>Note: <i>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).</i></p> <div data-bbox="376 1470 1153 1715"> </div>
10.	<p>Print the page or write your EmplID (CUNY ID) down and put this in a safe place.</p> <p>Note: <i>Record and safeguard your CUNY ID.</i></p>
	End of Procedure.