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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the CUNYfirst URL <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar to access the CUNYfirst Portal Login page.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on First time users link.</td>
</tr>
</tbody>
</table>
| 3.   | On the Account Activation page, enter text into all four required fields.  

*Note: Use 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.* |

### Account Activation

Please provide the required information in the following fields to activate your CUNY account:

- **First Name**:  
- **Last Name**:  
- **D.O.B. (mm/dd/yyyy)**:  
- **SS# (last 4 digits)**:  

*Denotes required field*

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

   **Choose a Password**
   Choose a password below. For password policy details, please [click here](#).

   Password*:  
   Confirm Password*:  

   ![OK button]

   *Denotes required field

   Once submitted, the update process may take a couple minutes. Please wait...

8. Click the **OK** button to submit the password.

9. On the **User Activation Completed Successfully** page, your EmpID 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).*

   **User Activation Completed Successfully!**
   
   Your username is: **FirstName.LastName##**
   Your EmpID is: **####**

10. Print the page or write your **EmpID** (CUNY ID) down and put this in a safe place.
    *Note: Record and safeguard your CUNY ID.*

    **End of Procedure.**