Activate My 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>
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<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>
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<td>2.</td>
<td>Click on <strong>first time users</strong> link.</td>
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<td>3.</td>
<td>On the <strong>Account Activation</strong> page, enter text into all four required fields. <strong>Note:</strong> Use correct capitalization for the First Name and Last Name fields. <strong>Note:</strong> Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978. <strong>Note:</strong> If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.</td>
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<tr>
<td>4.</td>
<td>Click the <strong>OK</strong> button.</td>
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</tbody>
</table>
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.

![Challenge Questions And Answers](image)

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 Form](image)

   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 Empl 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 Form](image)

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

End of Procedure.