Change My CUNYfirst Password
A user may change their password for the CUNYfirst Portal using the Identity Management System.

<table>
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<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>
</tr>
<tr>
<td>2.</td>
<td>Change Password Click the Change Password link.</td>
</tr>
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</table>
| 3.   | **Password Change** Please provide the required information in the following fields to reset your password. For password policy detail, please click here.  
  
  User ID:  
  OR  
  CUNY ID:  
  Old Password*:  
  Password*:  
  Confirm Password*:  
  OK  
  *Denotes required field |
| 4.   | Enter the correct value for the Old Password (current password) field. |

Note: Parts of images may be obscured for security reasons.

**Note:**  
- **User ID** is your CUNYfirst Username, e.g. John.Smith78.  
- **CUNY ID** is your unique eight digit Identification number, e.g. 12345678.
5. Enter identical values for the Password and Confirm Password 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
- Reminder sent 85 days after last password change
- Expires 90 days after the last password change

6. Click the OK button.

7. **Challenge Questions And Answers**

If you would like to change your challenge questions and answers, please select again from each of the drop down menus below:

- **Question 1**: What is the name of your pet?  
  **Answer**: [Text Field]
- **Question 2**: What is your maternal grandmother’s first name?  
  **Answer**: [Text Field]
- **Question 3**: What is the city of your birth?  
  **Answer**: [Text Field]
- **Question 4**: What is your favorite color?  
  **Answer**: [Text Field]
- **Question 5**: What is your mother’s maiden name?  
  **Answer**: [Text Field]

Click the OK button.

On the Challenge Questions and Answers page, you may also change any or all of the Questions 1-5 and Answer fields.

8. Click the OK button.

9. **Your Password Has Been Changed Successfully!**

Your username is: [Text Field]
Your C UNY ID is: [Text Field]

Return to Log-in Page

When the process is completed, then the following confirmation message appears.

10. To login to CUNYfirst, click the Return to Log-in Page link.

End of Procedure.