



## Claim your CUNYfirst Account

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

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

Step	Action
1.	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.
2.	Click on <b>First time users</b> link.  
3.	<p>On the <b>Account Activation</b> page, enter text into all four required fields.</p> <p><b>Note: Use correct capitalization for the First Name and Last Name fields.</b>  <b>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.</b>  <b>Note: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.</b></p> 
4.	Click the <b>OK</b> button.

<p>5.</p>	<p>On the <b>Challenge Questions and Answers</b> page, select or create five questions and enter answers for security in the event you forget your password.</p> <p><b>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.</b></p> <div data-bbox="396 464 1354 1108" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Challenge Questions And Answers</b></p> <p style="text-align: center;">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*: <input type="text" value="-- Please Select --"/></p> <p>Answer*: <input type="text" value="-- Please Select --"/></p> <p>Question 2*: <input type="text" value="What is your mother's maiden name?"/></p> <p>Answer*: <input type="text" value="What is your favorite color?"/></p> <p>Question 3*: <input type="text" value="What is the name of your pet?"/></p> <p>Answer*: <input type="text" value="What is the city of your birth?"/></p> <p>Question 4*: <input type="text" value="What is your favorite vacation destination?"/></p> <p>Answer*: <input type="text" value="What was the name of the first school you attended?"/></p> <p>Question 5*: <input type="text" value="What is your father's middle name?"/></p> <p>Answer*: <input type="text" value="What is your mother's middle name?"/></p> <p>Question 6*: <input type="text" value="What is your paternal grandfather's first name?"/></p> <p>Answer*: <input type="text" value="What is your maternal grandmother's first name?"/></p> <p>Question 7*: <input type="text" value="Who was your first employer?"/></p> <p>Answer*: <input type="text" value="What is the name of your first school teacher?"/></p> <p>Question 8*: <input type="text" value="What is your favorite movie?"/></p> <p>Answer*: <input type="text" value="Who is your favorite author?"/></p> <p>Question 9*: <input type="text" value="Who is your favorite athlete?"/></p> <p>Answer*: <input type="text" value="Who was you first crush?"/></p> <p>Question 10*: <input type="text" value="What is your favorite book?"/></p> <p>Answer*: <input type="text" value="What is your favorite food?"/></p> <p>Question 11*: <input type="text" value="In what city was your mother born?"/></p> <p>Answer*: <input type="text" value="In what city was your father born?"/></p> </div>
<p>6.</p>	<p>Click the <b>OK</b> button.</p>

7.	<p>On the <b>Choose a Password</b> page, enter and confirm your password.</p> <p><b>Note: The two entries must match or the user will have to re-enter both fields.</b>  <b>Note : CUNY Password Policy when choosing a password:</b></p> <ul style="list-style-type: none"> <li>• 8 or more characters</li> <li>• 1 or more uppercase letters</li> <li>• 1 or more numeric or special characters</li> </ul> <p><b>Note: CUNY Password Reset Policy</b></p> <ul style="list-style-type: none"> <li>• No change for 5 days after last password change</li> <li>• Not one of 4 previous passwords</li> <li>• Expires 90 days after the last password change</li> <li>• An email notification will be sent to users whose password is going to expire in the next 7 days</li> <li>• Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password</li> <li>• At 90 plus days, CUNYfirst will require the user to change their password</li> </ul> <div data-bbox="396 785 1354 1205" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Choose a Password</b></p> <p style="text-align: center;">Choose a password below. For password policy details, please <a href="#">click here</a>.</p> <p style="text-align: center;">Password* <input type="password" value="••••••••"/></p> <p style="text-align: center;">Confirm Password* <input type="password" value="••••••••"/></p> <p style="text-align: center;"><input type="button" value="OK"/></p> <p style="text-align: center;">*Denotes required field</p> <p style="text-align: center;">Once submitted, the update process may take a couple minutes. Please wait...</p> </div>
8.	Click the <b>OK</b> button to submit the password.
9.	<p>On the <b>User Activation Completed Successfully</b> page, your EmplID ID (CUNY ID) is displayed as in the example below.</p> <p><b>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).</b></p> <div data-bbox="396 1444 1175 1688" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>User Activation Completed Successfully!</b></p> <p style="text-align: center;">Your username is: <input type="text" value="FirstName.LastName##"/></p> <p style="text-align: center;">Your EMPLID is: <input type="text" value="#####"/></p> </div>
10.	<p>Print the page or write your <b>EmplID</b> (CUNY ID) down and put this in a safe place.  <b>Note: Record and safeguard your CUNY ID.</b></p>
<b>End of Procedure.</b>	