Activate My CUNYfirst Account
In order to access CUNYfirst, users activate or claim their account through the Identity Management System (IMS).

### Step 1
Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar.

### Step 2
On the Login page, click on **First time users** link.

### Step 3
**Account Activation**
Please provide the required information in the following fields to activate your CUNY account.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Brooklyn</td>
</tr>
<tr>
<td>Last Name</td>
<td>Student</td>
</tr>
<tr>
<td>D.O.B. (mm/dd/yyyy)</td>
<td>11/30/1978</td>
</tr>
<tr>
<td>SS# (last 4 digits)</td>
<td>****</td>
</tr>
</tbody>
</table>

On the Account Activation page, enter **First name**, **Last Name**, **Date of Birth**, **Last 4 digits of SS number**, and CAPTCHA text.

**Note:** Use your name of record with 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.

**Note:** If you are not certain of the information requested, it is recommended that you contact the Office of Human Resources.

### Step 4
Click the **OK** button.
5. On the **Challenge Questions and Answers** page, select or create five different questions and enter different answers. In the event you forget your password, then you will be asked three of these five questions and your answers must match each character.

*Note: In CUNYfirst, users may reset their password with Challenge Questions and Answers.*

6. Click the **OK** button.
7. **Choose a Password**

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

- **Password**: ●●●●●●●
- **Confirm Password**: ●●●●●●●

*Denotes required field

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

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
- Password must not be longer than 13 characters

**Note:** CUNY Password Reset Policy
- Password must not be one of 4 previous passwords.
- Expires 180 days after the last password change.
- Password change reminder will be sent 175 days after the last password change.
- At 180 plus days, CUNYfirst will require the user to change their password.

8. To submit the password, click the **OK** button.

9. **User Activation Completed Successfully!**

Your username is: FirstName.LastName#

Your EMPLID is: #####

On the **User Activation Completed Successfully!** page, your Empl ID (CUNY ID) is displayed as in the example below.

**Note:** The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.

10. When you have finished, make a record of your username, Empl ID and password.

**End of Procedure.**