
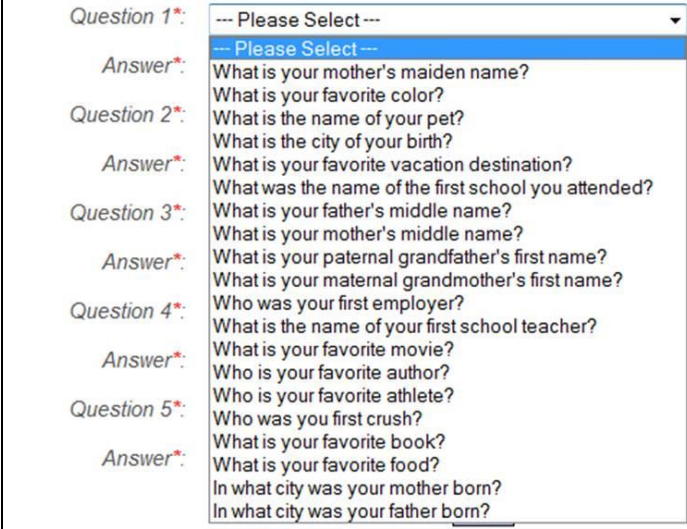


## Activate My CUNYfirst Account

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

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

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar.
2.	<div data-bbox="397 527 620 596" style="border: 2px solid red; padding: 2px; display: inline-block; margin-bottom: 10px;"><b>First time users</b></div> <p>On the <b>Login</b> page, click on <b>First time users</b> link.</p>
3.	<div data-bbox="397 674 1356 1297" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; color: #0070C0;"><b>Account Activation</b></p> <p>Please provide the required information in the following fields to activate your CUNY account.</p> <p style="text-align: center;">First Name*: <input type="text" value="Brooklyn"/></p> <p style="text-align: center;">Last Name*: <input type="text" value="Student"/></p> <p style="text-align: center;">D.O.B. (mm/dd/yyyy)*: <input type="text" value="....."/></p> <p style="text-align: center;">SS# (last 4 digits)*: <input type="text" value="...."/></p> <div style="text-align: center; margin: 10px 0;">  <p>Type the two words: <input type="text" value="syrup ntypora"/></p> </div> <p style="text-align: center; margin-top: 10px;"><input type="button" value="OK"/></p> </div> <p>On the <b>Account Activation</b> page, enter <b>First name</b>, <b>Last Name</b>, <b>Date of Birth</b>, <b>Last 4 digits of SS number</b>, and <b>CAPTCHA</b> text.</p> <p><b>Note:</b> Use your name of record with correct capitalization for the <b>First Name</b> and <b>Last Name</b> fields.</p> <p><b>Note:</b> Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.</p> <p><b>Note:</b> If you are not certain of the information requested, it is recommended that you contact the Office of Human Resources.</p>
4.	Click the <b>OK</b> button.

<p>5.</p>	<div style="text-align: center;"> <h3>Challenge Questions And Answers</h3> <p>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> </div>  <p>On the <b>Challenge Questions and Answers</b> 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.</p> <p><b>Note: In CUNYfirst, users may reset their password with Challenge Questions and Answers.</b></p>
<p>6.</p>	<p>Click the <b>OK</b> button.</p>

<p>7.</p>	<div data-bbox="397 241 1356 661" style="border: 1px solid black; padding: 10px; text-align: center;"> <h3 style="color: #4F81BD;">Choose a Password</h3> <p>Choose a password below. For password policy details, please <a href="#">click here</a></p> <p> <span style="font-weight: normal;">Password*:</span> <input style="width: 150px; height: 20px;" type="password" value="••••••••"/> </p> <p> <span style="font-weight: normal;">Confirm Password*:</span> <input style="width: 150px; height: 20px;" type="password" value="••••••••"/> </p> <p style="margin: 10px 0;"><span style="border: 2px solid red; padding: 2px 5px;">OK</span></p> <p><small>*Denotes required field</small></p> <p>Once submitted, the update process may take a couple minutes. Please wait...</p> </div> <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></p> <p><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> <li>• Password must not be longer than 13 characters</li> </ul> <p><b>Note: CUNY Password Reset Policy</b></p> <ul style="list-style-type: none"> <li>• Password must not be one of 4 previous passwords.</li> <li>• Expires 180 days after the last password change.</li> <li>• Password change reminder will be sent 175 days after the last password change.</li> <li>• At 180 plus days, CUNYfirst will require the user to change their password.</li> </ul>
<p>8.</p>	<p>To submit the password, click the <b>OK</b> button.</p>
<p>9.</p>	<div data-bbox="397 1281 1177 1522" style="border: 1px solid black; padding: 10px; text-align: center;"> <h3 style="color: #4F81BD;">User Activation Completed Successfully!</h3> <p>Your username is: <span style="background-color: #D9D9D9; padding: 2px;">FirstName.LastName##</span></p> <p>Your EMPLID is: <span style="background-color: #D9D9D9; padding: 2px;">#####</span></p> </div> <p>On the <b>User Activation Completed Successfully!</b> page, your Empl ID (CUNY ID) is displayed as in the example below.</p> <p><b>Note: The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.</b></p>
<p>10.</p>	<p>When you have finished, make a record of your username, Empl ID and password.</p>
<p><b>End of Procedure.</b></p>	