

Here is a brief summary of the 3 different types of accounts you will have as a GC student:

Graduate Center Network Account ([jdoe](#)):

- You'll need this account to login to the OneStop Virtual Drop-off Service, campus computers, the GC Community Wifi, library printers and online library databases
- You do **NOT** need to change the above provided password. The password for this account will expire every 180 days.
- GC Network Account passwords can be reset with in the Self-Service Password Reset Tool: <https://passwordreset.gc.cuny.edu>

[Office 365](#) E-mail Account ([jdoe@gradcenter.cuny.edu](mailto:jdoe@gradcenter.cuny.edu)):

- First time log in will require Multi-factor authentication (MFA) setup, which is enabled as a security enhancement that requires two forms of verification when using your [Office365 Login](#) and adds critical protection for your sign-on credentials. For instructions, go to [Microsoft Authenticator App](#).
- New students must claim their GC email account, update their initial password and sign up for O365's password reset tool before using. Go to <http://aka.ms/ssprsetup> and follow the instructions.
- Your GC email account is separate and distinct from your Graduate Center Network Account.
- This is a lifetime email account and the password will expire every 180 days.
- Once you're [registered](#), you can use the Office 365 self-service portal to reset your password in the future at <https://passwordreset.microsoftonline.com>
- Do not fall victim to phishing emails. Do not click on links that solicit your user account and password even if the email appears to be from a legitimate source. If you make a mistake, immediately change your password in this account and wherever else you have used the identical password. Take a moment to view [Cybersecurity Awareness](#) materials.

[CUNYFirst](#) ([John.DoeXX@login.cuny.edu](mailto:John.DoeXX@login.cuny.edu)): Note: **XX** are the last 2 digits of the EMPLID.

- You'll need this account to access CUNY-wide software, Blackboard, amenities and special discounts [[offers.cuny.edu](#)].
- For additional info on CUNYfirst and how to claim your account, see [here](#).
- You can use your CUNYfirst account to download for free [Office365](#).

**For more on the difference between your various accounts at the Graduate Center, see:**

<https://library.gc.cuny.edu/cuny-accounts/>

Additional useful resources:

- [Blackboard](#) - is a resource for online learning available to the entire CUNY community.
  - [Blackboard User Guides](#) and [Login Instructions](#)
  - [Blackboard FAQs](#) and troubleshoot tips - Clear your browser cache if you're unable to log into Blackboard or CUNYfirst
  - [How to change your Blackboard email address](#)
- [New User Orientation](#)
- [IT Frequently Asked Questions](#)
- [How do I find my CUNY Employee ID \(aka EMPLID\)](#)

Thank you - GC Information Technology | [it@gc.cuny.edu](mailto:it@gc.cuny.edu) | [it.cuny.edu](http://it.cuny.edu)