How to
Claim your CUNYfirst Account

Step 1 – Go to home.cunyfirst.cuny.edu. Then, click the New User link.

Step 2 – You will be taken to the Account Activation page. Fill in your information in the appropriate fields. Then, fill in the Captcha field by tying in the two words into the box.

Note: Be sure to enter your birthday in mm/dd/yyyy format. Include the slashes and the full year. For example, 01/30/1978.

Click the Submit button.

Step 3 – Choose your Security Answers and Questions.

Select 5 security questions from each of the drop down menus. You must choose 5 different questions.

- Answer each question on the following line. Each question must have a different answer.
- Click the Submit button.
Step 4 – Choose a Password. Create a password using the CUNYfirst password criteria and enter it in the Password field.

**CUNYfirst password criteria:**
- Password must be at least 8 to 12 characters long.
- Password must contain at least 1 uppercase letter.
- Password must have at least one number character or one special character (!, @, #, etc.).
- Password must not be one of 4 previous passwords.

Confirm the Password by re-typing it into Confirm Password field. Click the Submit button.

*Please note that your password will expire every 180 days after the last password change.*

Step 5 – You have now created your CUNYfirst account. Write down your **username** and **EMPLID** (CUNY ID) and keep it in a safe place.

**USER ACTIVATION COMPLETED SUCCESSFULLY!**

Your username is: 
Your EMPLID is: 

Click here to return home

Note that your username has a period between your first name and last name followed by the last two digits of your EMPLID (CUNY ID).

Most importantly, **memorize your EMPLID (CUNY ID)!**