Changing Your Office 365 Password

To change or reset your Office 365 password, follow the instructions below.

1. Go to https://home.cunyfirst.cuny.edu
2. Click on the Change Password link.
3. Enter your User ID or your Empl ID, your old password, and your new password. Click OK.

Note: If you forgot your User ID and your Empl ID, then try to proceed as a “First Time User.” This will not create a new account, but will simply regenerate your previous account.

Passwords Must Be:

- Between 8 and 12 characters long
- Contain at least 1 upper-case letter
- Have at least one number (1, 2, 3, etc.) or special character (&, %, !)
- Cannot be one of the last 4 passwords you’ve used

Remember that your Office 365 Password is an identical copy of your CUNYfirst Password.

If after following above instructions correctly you cannot login to Office 365 with your NEW Office 365 password, try to login with your OLD Office 365 password, which is your OLD CUNYfirst password. If unsuccessful, try to login with your NEW Office 365 password at a later time.

If you need further assistance, contact the Helpdesk at 718-997-4444 or help@qc.cuny.edu