How to Activate your CAMS (Email) and Active Directory Account

Every student, staff, and faculty member needs a CAMS account. CAMS Accounts are connected to emails and personal accounts.

**Step 1** – To get onto CAMS, go to [https://cams.qc.cuny.edu/](https://cams.qc.cuny.edu/).

Click on the yellow **Sign Up Now** button to begin creating your CAMS account.

**Step 2** – After you click on the yellow button, a pink screen comes up asking for your information. The information needed to create a CAMS account is the:

- College ID (Social Security Number)
- PIN (Last 6 digits of the Social Security Number or last 6 digits of the CUNY ID)
- Zip Code (Based on the address given to Queens College)
- Your Status (Student, Faculty, Staff, or Guest)

In order to continue, the Agreement box has to be checked. Then you can click on **Login**.

**Step 3** – Next, you come to Account System screen that lists two usernames:

- One for Lotus Notes/Email
- One for ADS

Both accounts should be already set to DeActivated. To continue, click on the **Details** button next to the Lotus Notes/Email account.

**Step 4** – At this screen, you will have to click on the **DEACTIVATED – Click to Activate** button.
Step 5 – In order to activate the Lotus Notes/Email account, a password has to be created. Passwords have to have:

- 8 to 12 characters
- At least one number
- At least one capital letter
- Passwords must be entered twice.

After the password is created, click on the Set Password and Activate Account button.

Step 6 – The Lotus Notes/Email account should now be activated. Next, you have to activate the ADS account. To do this, click on the Details button.

Step 7 – At this screen, you will have to click on the DEACTIVATED – Click to Activate button to activate the ADS account.

Step 8 – In order to activate the ADS account, the password that was created in Step 5 has to be entered again.

After you put in the password, click on Set Password and Activate Account.

Step 9 – You will be brought back to the Account System screen and both accounts will be activated. Remember to write down your username and password.

Step 10 – Click on the Logout button to complete the process.

Note: CAMS Accounts take 24-48 hours to fully activate.