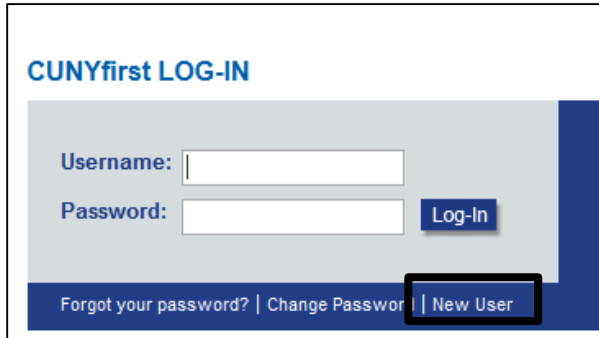


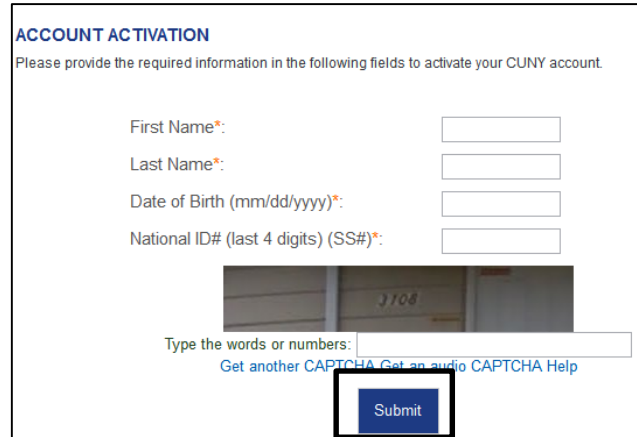
How to Claim your CUNYfirst Account

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



The screenshot shows the CUNYfirst LOG-IN page. It has a header "CUNYfirst LOG-IN" in blue. Below it are two input fields: "Username:" and "Password:". To the right of the password field is a "Log-In" button. At the bottom of the form area, there are three links: "Forgot your password?", "Change Password", and "New User". The "New User" link is highlighted with a black box.

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 typing in the two words into the box.

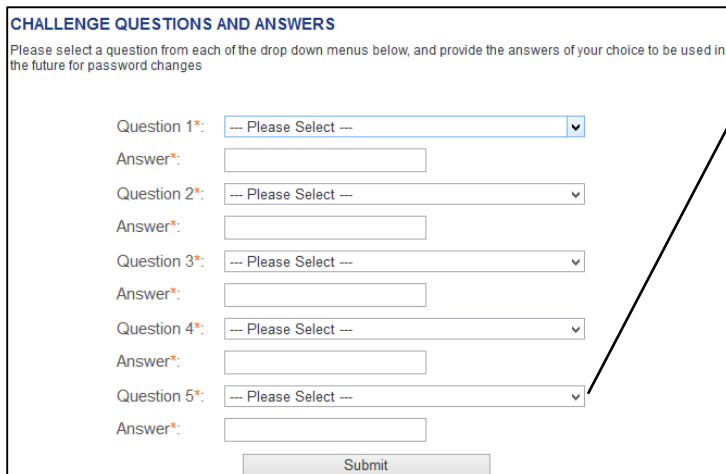


The screenshot shows the ACCOUNT ACTIVATION page. The title is "ACCOUNT ACTIVATION" in blue. Below it is a sub-header: "Please provide the required information in the following fields to activate your CUNY account." There are four input fields: "First Name*", "Last Name*", "Date of Birth (mm/dd/yyyy)*", and "National ID# (last 4 digits) (SS#)*". Below these fields is a CAPTCHA image showing the number "3108". Under the CAPTCHA is a text input field with the prompt "Type the words or numbers:" and two links: "Get another CAPTCHA" and "Get an audio CAPTCHA Help". A "Submit" button is at the bottom right, highlighted with a black box.

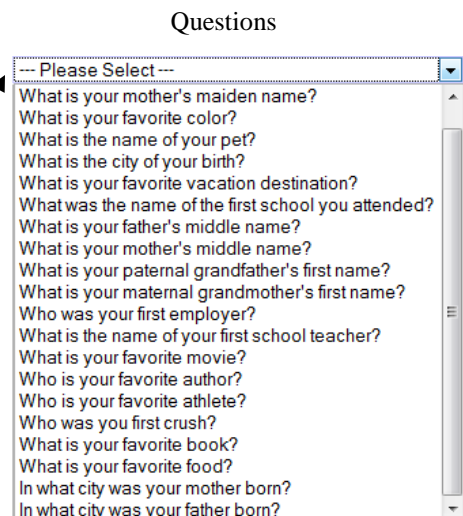
Note: Be sure to enter your birthday in **mm/dd/yyyy** format. Include the slashes and the full year. For example, 01/30/1978.

Click the **Submit** button.

Step 3 – Choose your Security Answers and Questions.



The screenshot shows the CHALLENGE QUESTIONS AND ANSWERS page. The title is "CHALLENGE QUESTIONS AND ANSWERS" in blue. Below it is a sub-header: "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". There are five question-answer pairs. Each question is in a dropdown menu (all set to "--- Please Select ---") and each answer is in a text input field. A "Submit" button is at the bottom center.



The screenshot shows a list of questions for selection. The title is "Questions". At the top is a dropdown menu set to "--- Please Select ---". Below it is a list of 20 questions:

- What is your mother's maiden name?
- What is your favorite color?
- What is the name of your pet?
- What is the city of your birth?
- What is your favorite vacation destination?
- What was the name of the first school you attended?
- What is your father's middle name?
- What is your mother's middle name?
- What is your paternal grandfather's first name?
- What is your maternal grandmother's first name?
- Who was your first employer?
- What is the name of your first school teacher?
- What is your favorite movie?
- Who is your favorite author?
- Who is your favorite athlete?
- Who was your first crush?
- What is your favorite book?
- What is your favorite food?
- In what city was your mother born?
- In what city was your father born?

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.

CHOOSE A PASSWORD

Choose a password below. For password policy details, please [click here](#)

Password*:

Confirm Password*:

*Denotes required 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: FirstName.LastName45

Your EMPLID is: 11002234

[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)!**