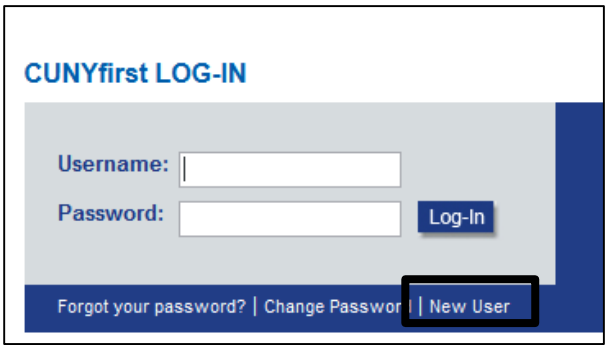
QUEENS COLLEGE
Training & Technology Solutions

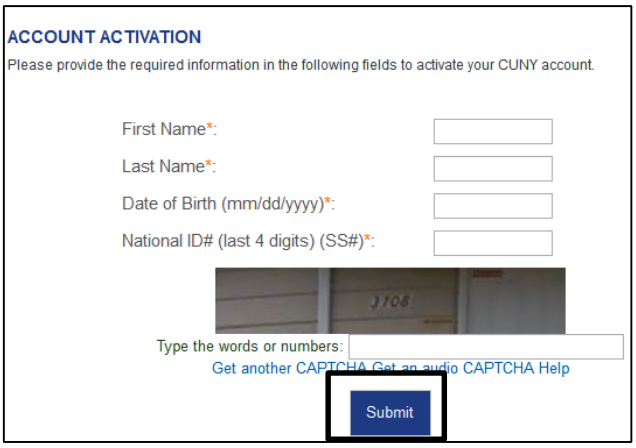
How to

Claim your CUNYfirst Account

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



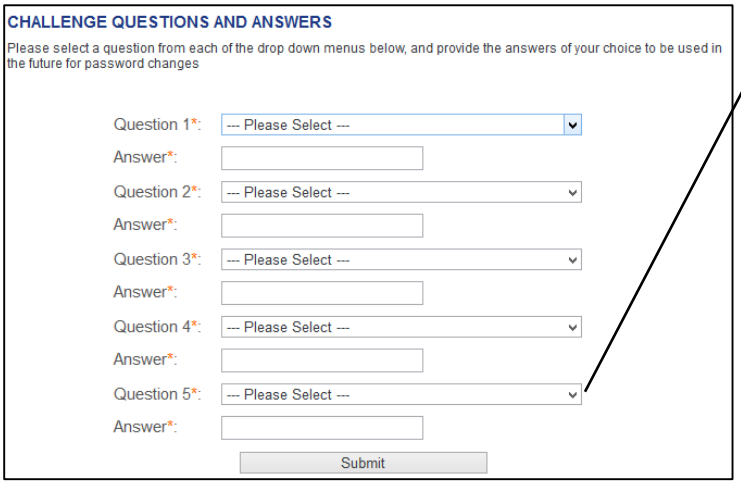
Step 2 – You will be taken to the Account Activation page. Fill in your information in the appropriate fields. Then, fill in the **Captcha** field by tying in the two words into the box.



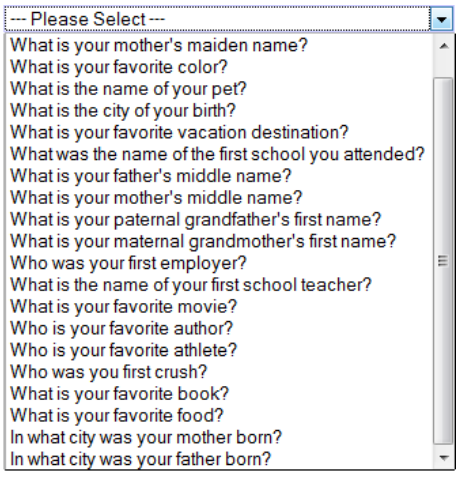
Note: Be sure to enter your birthday in **mm/dd/yyyy** format. Include the slashes and the full year. For example, 01/30/1978.

Click the **Submit** button.

Step 3 – Choose your Security Answers and Questions.



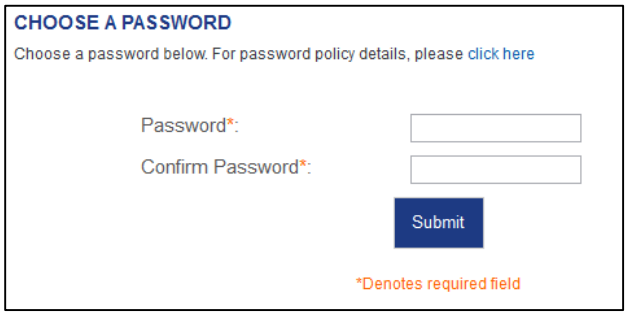
Questions



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.



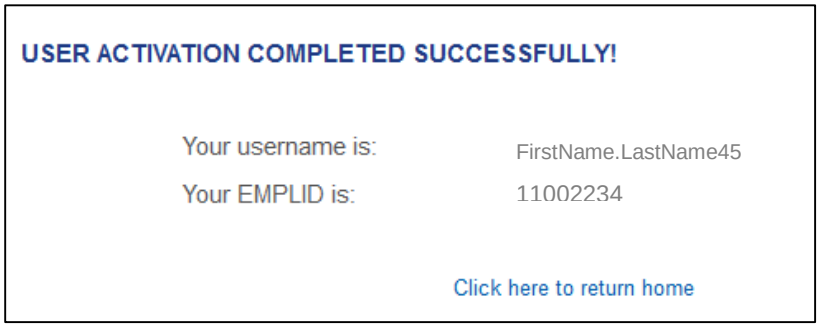
CUNYfirst password criteria:

- 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.



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)**!