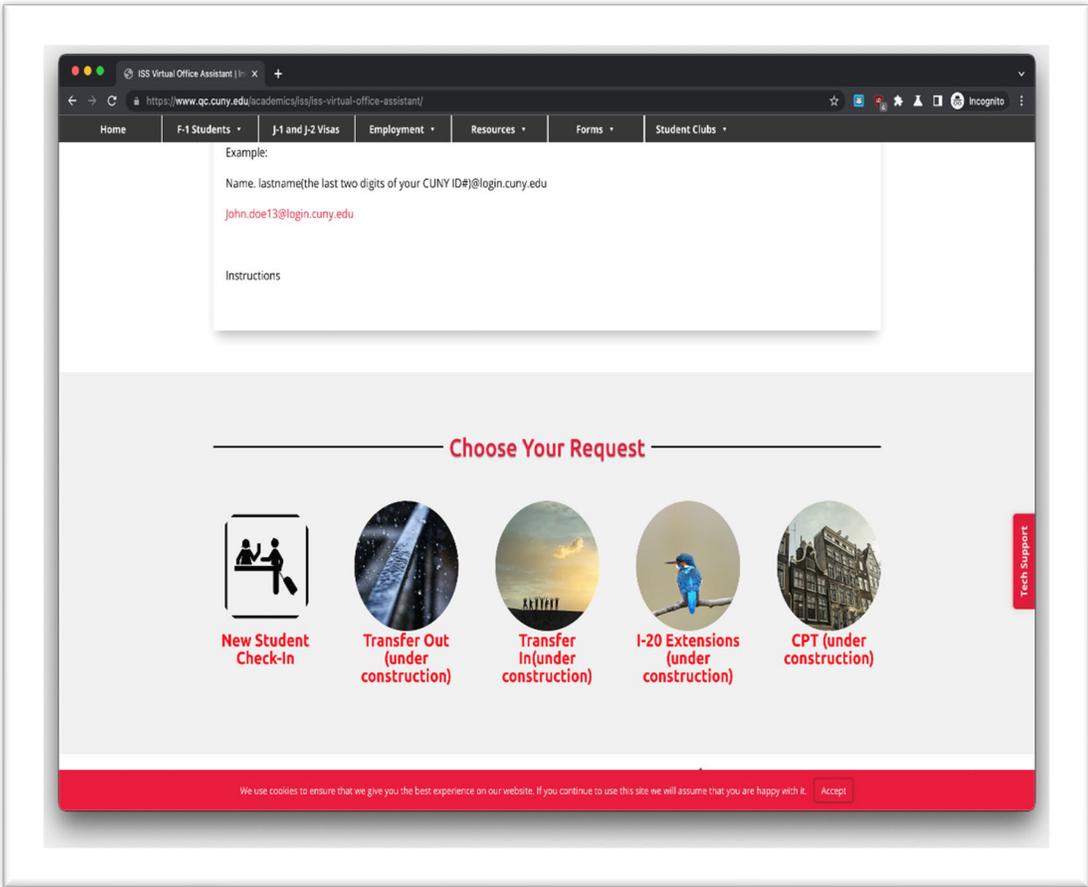
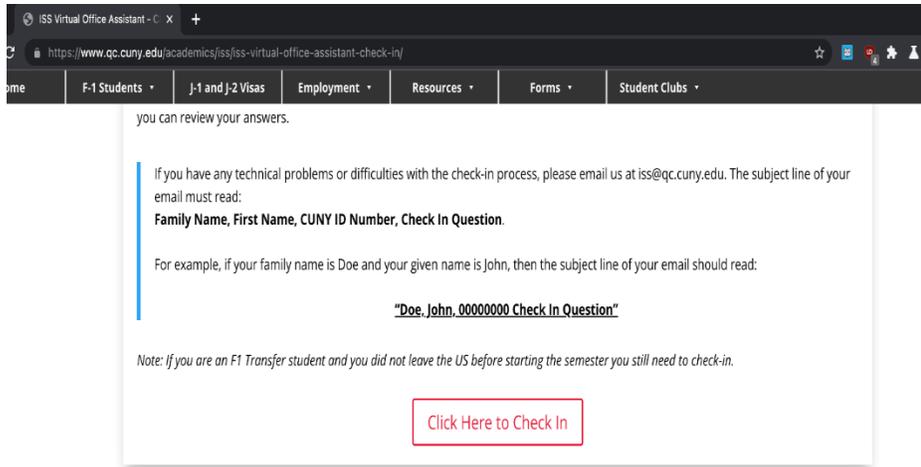


International Students and Scholars Office:

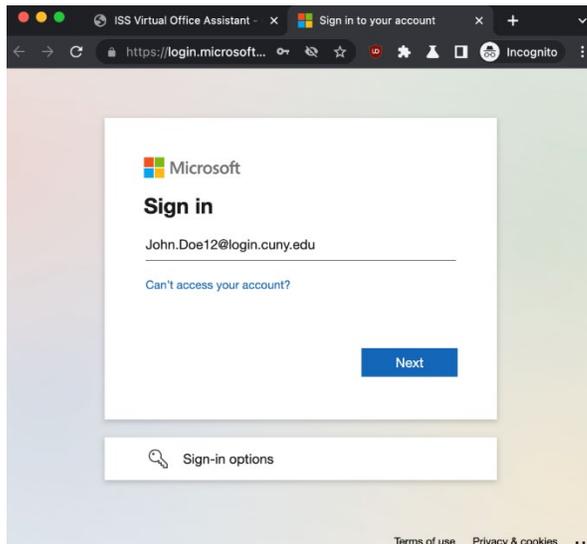
- 1. Instructions for Accessing Virtual Office Request Forms Using CUNY Login
- 2. Choose your request at the bottom of the virtual office page at: <https://www.qc.cuny.edu/academics/iss/iss-virtual-office-assistant/#>



3. Read the request instructions listed on the corresponding page carefully, then click on the button at the end of the instructions.



A Microsoft Sign-in page will appear that looks like this:

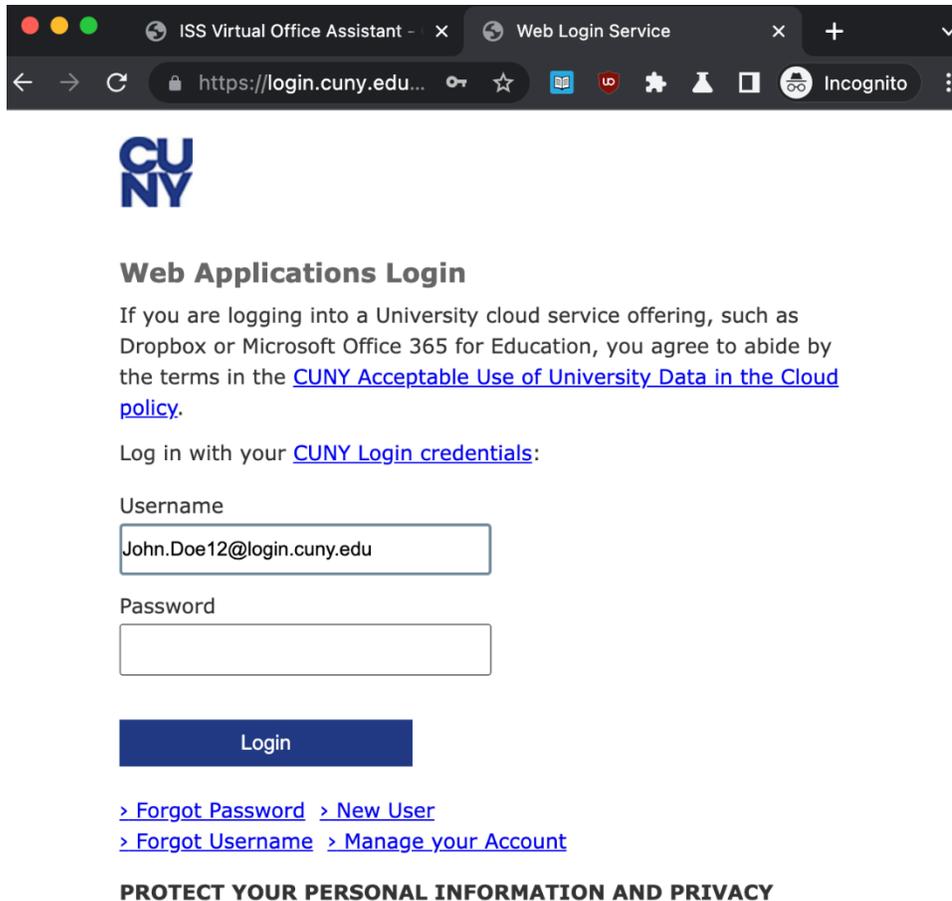


4. Type your CUNY Login Credential in the following format:

[FirstName.LastNameXX@login.cuny.edu](#)

Note that XX represents the last two digits of your CUNY ID #.
For example, a FirstName *John* and LastName *Doe* student has CUNY ID # 56789012.
The CUNY **Login Credential will be:** ***John.Doe12@login.cuny.edu***
Then Click: **“Next.”**

5. After a few seconds, the CUNY Web Application Login page will appear.



The screenshot shows a browser window with two tabs: "ISS Virtual Office Assistant" and "Web Login Service". The address bar shows the URL "https://login.cuny.edu...". The page content includes the CUNY logo, the heading "Web Applications Login", a paragraph about logging into University cloud services, a link to the "CUNY Acceptable Use of University Data in the Cloud policy", and a prompt to log in with CUNY Login credentials. There are two input fields: "Username" with the value "John.Doe12@login.cuny.edu" and "Password" which is empty. A blue "Login" button is below the fields. At the bottom, there are links for "> Forgot Password", "> New User", "> Forgot Username", and "> Manage your Account". A footer section reads "PROTECT YOUR PERSONAL INFORMATION AND PRIVACY".

CUNY

Web Applications Login

If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the [CUNY Acceptable Use of University Data in the Cloud policy](#).

Log in with your [CUNY Login credentials](#):

Username

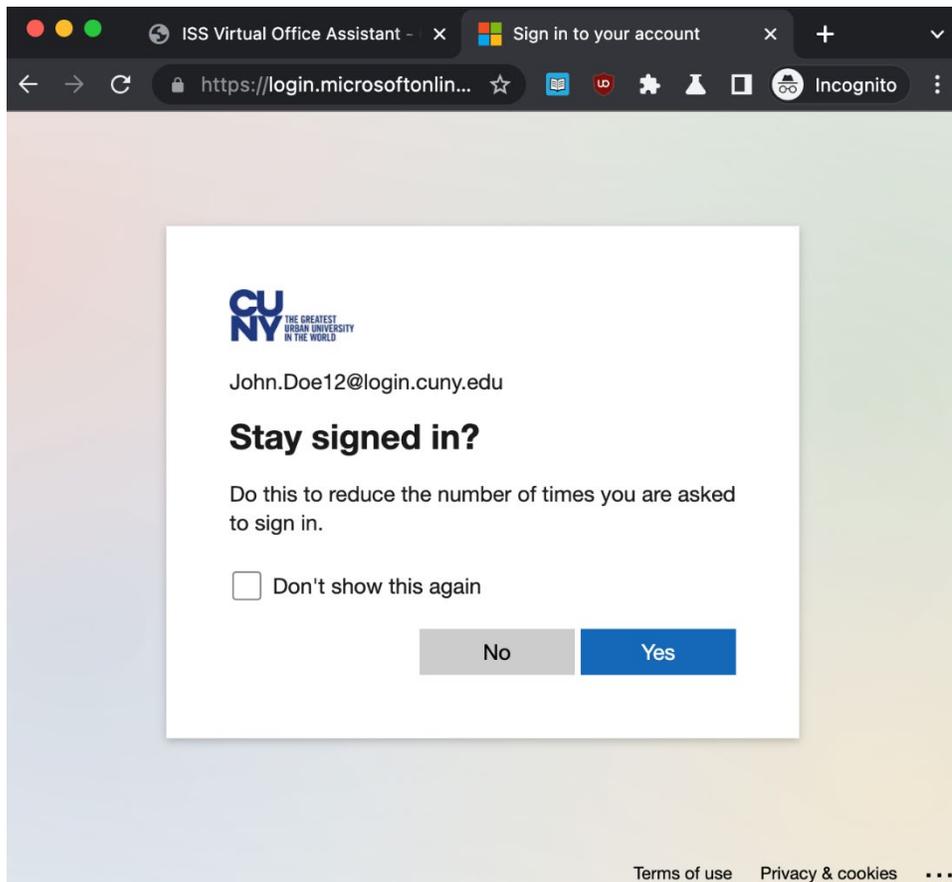
Password

[Login](#)

[> Forgot Password](#) [> New User](#)
[> Forgot Username](#) [> Manage your Account](#)

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

6. Enter "Username" using the same format mentioned above and "Password" using the same password for your CUNY Login Credentials, then click "Login"
7. You will be taken back to the Microsoft Sign-in page.



8. Click "No" if you are using a public computer.

Now you should be able to view and complete the ISS Virtual Office Forms.

Refer to CUNY Login FAQ page if you are still having trouble signing in:

<https://www.cuny.edu/about/administration/offices/cis/cuny-login-faq/>

Email ISS at iss@qc.cuny.edu if you have any questions regarding these forms.