

How to Create your CUNY Portal Account

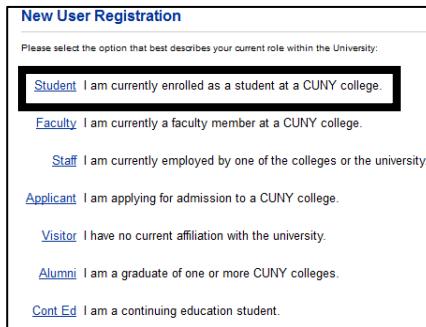
Step 1 – Go to www.cuny.edu and click on **Portal Log-in/Blackboard/eSims** on the left hand side of the screen.



Step 2 – Click on **Register for New Account**, which appears under **Portal Log-In**.



Step 3 – Click on **Student** under **New User Registration**.



Step 4 – Fill out the fields in the **User Validation** page. You will need to enter your:

- Last name
- Social Security Number
- Date of Birth

Then, click **Next**.

User Validation

Transmitting information on the registration page is performed using secure encryption protocols. When creating a CUNY Portal account the social security number you provide must match the number on file in our University's student or human resource information systems. You are only asked to provide your confidential information to validate your account for Portal access. We do not store it outside our existing systems. If you are experiencing difficulties registering please contact your college help desk or personnel office to assist you.

Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Date of Birth:	<input type="text"/> mm <input type="text"/> dd <input type="text"/> 19 <input type="text"/> yy

Enter your Social Security Number without spaces or dashes (for verification purposes only)

Enter your date of birth in the following format: mm/dd/yyyy

Step 5 – Verify your information. Then, click **Confirm**.

User Validation

Please verify your information:

Last Name:	Doe
Social Security Number:	xxx-xx- 1234
Date of Birth:	01/01/2001

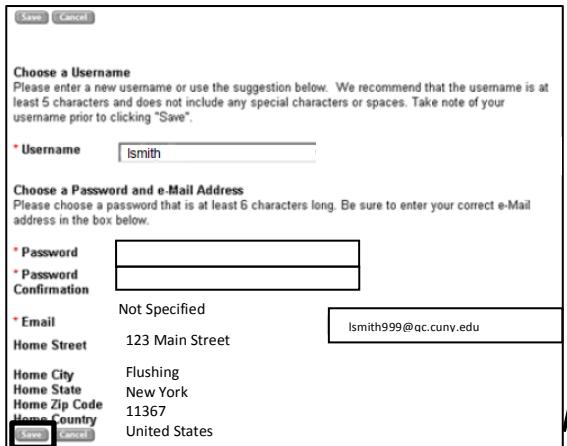
Step 6a – Automatically, a username will be suggested for you. You will need to:

- Keep the username or change it to another one,
- Create your password
- Associate your account with an email address.

Only use your Queens College email account! If you don't, you may encounter problems with Blackboard.

Click **Save**.

Next, proceed to **Step 7a**.



Choose a Username
Please enter a new username or use the suggestion below. We recommend that the username is at least 5 characters and does not include any special characters or spaces. Take note of your username prior to clicking "Save".

* Username

Choose a Password and e-Mail Address
Please choose a password that is at least 6 characters long. Be sure to enter your correct e-Mail address in the box below.

* Password

* Password Confirmation

* Email

Home Street

Home City

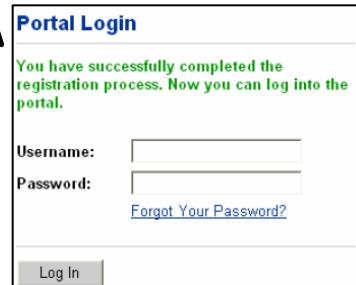
Home State

Home Zip Code

Home Country

Save **Cancel**

Step 7a – You have now successfully finished creating your account. You can now sign into the CUNY Portal using your username and password.



Portal Login

You have successfully completed the registration process. Now you can log into the portal.

Username:

Password:

[Forgot Your Password?](#)

Log In

Step 6b – If you had already created a CUNY Portal Account in the past, you will be brought to this screen. The username that was created when you originally created your account will appear here and it cannot be changed. You will have to change your password. After you create a new password, click **Save**. Proceed to **Step 7b**.



Password Reset

Your username is:

Please choose a new password below:

New Password:

Confirm New Password:

Save **Cancel**

Step 7b – You have now successfully finished creating your account. You can now sign into the CUNY Portal using your username and *new* password.



Portal Login

Your password has been successfully reset.

Please enter your CUNY Portal Username and Password.

Username:

Password:

[Forgot your Username or Password?](#)

Log In

Remember: Write down your username and password and store them in a safe place!