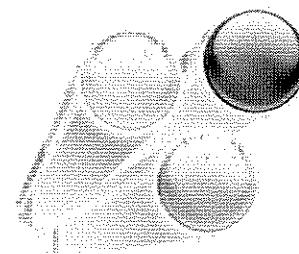


Baruch College, Borough of Manhattan Community College, Bronx Community College, Brooklyn College, CUNY School of Law, CUNY Graduate Center, CUNY Graduate School of Journalism, CUNY School of Professional Studies, Hostos Community College, Hunter College, John Jay College, Kingsborough Community College, LaGuardia Community College, Lehman College, Macaulay Honors College, Medgar Evers College, New York City College of Technology, Queens College, Queensborough Community College, The City College, The College of Staten Island, York College, Baruch College, Borough of Manhattan Community College, Bronx Community College, Brooklyn College, CUNY School of Law, CUNY Graduate Center, CUNY Graduate School of Journalism, CUNY School of Professional Studies, Hostos Community College, Hunter College, John Jay College, Kingsborough Community College, LaGuardia Community College, Lehman College, Macaulay Honors College, Medgar Evers College, New York City College of Technology, Queens College, Queensborough Community College, The City College, The College of Staten Island, York College, Baruch College, Borough of Manhattan Community College, Bronx Community College, Brooklyn College, CUNY School of Law, CUNY Graduate Center, CUNY Graduate School of Journalism, CUNY School of Professional Studies, Hostos Community College, Hunter College, John Jay College, Kingsborough Community College, LaGuardia Community College, Lehman College, Macaulay Honors College, Medgar Evers College, New York City College of Technology, Queens College, Queensborough Community College, The City College, The College of Staten Island, York College.

# Identity Management System (IMS)

**CUNY**first



*Fully Integrated Resources & Services Tool*

\*\*\* Serving our Students, Faculty & Staff

# Identity Management System (IMS)

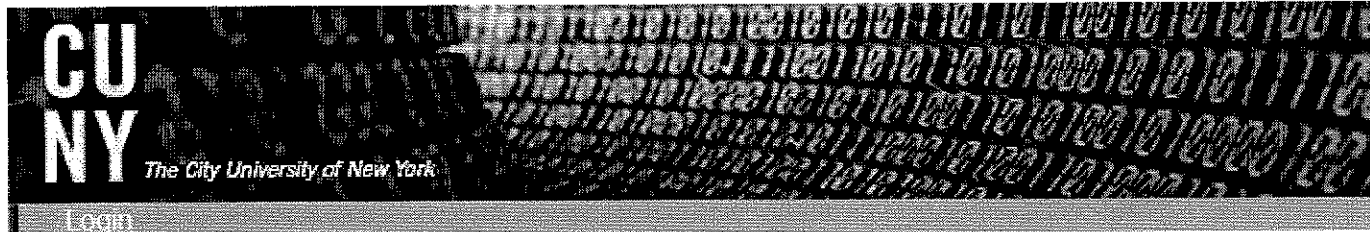
- ❖ Activate An Account
- ❖ Log on Into the CUNYfirst Portal
- ❖ Change a Password
- ❖ Reset a Forgotten Password

# Getting Started

- ❖ Activating an Account
  - ❖ 1st time CUNYfirst Portal User
  - ❖ Fill out the online Account Activation form
  - ❖ Choose five challenge questions and answers
  - ❖ Select a password
  - ❖ Receive your Username and Employee ID

❖ To begin account activation, go to:

<https://home.cunyfirst.cuny.edu>



CUNYfirst is the City University of New York's fully integrated resources and services tool, using the latest technology to serve students, faculty and staff.

Signing on to CUNYfirst - from anywhere, anytime - will allow students to manage their accounts in real time and more, give faculty additional tools to enhance their interaction with students, and connect with the finance, student administration and human resources departments operating the nation's largest urban university.

Username:

Password:  

[Forgot your password?](#)

[Change Password](#)

[First time users](#)

Click on "First time Users"

# Account Activation Form

## Account Activation

Please provide the required information in the following fields to activate your CUNY account.

*First Name\**:

*Last Name\**:

*D.O.B. (mm/dd/yyyy)\**:

*SS# (last 4 digits)\**:

OK

\*Denotes required field

# Challenge Questions and Answers

### Challenge Questions And Answers

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 resets

Question 1\*:

Answer\*:

Question 2\*:

Answer\*:

Question 3\*:

Answer\*:

Question 4\*:

Answer\*:

Question 5\*:

Answer\*:

\*Denotes required field

# Choose a Password

## ❖ Key Fields - Required

- ❖ Password
- ❖ Confirm Password

## ❖ Password requirements

- ❖ At least 8 characters long
- ❖ At least 1 uppercase letters AND  
At least one numeric OR one special character
- ❖ Expire 90 days after the last password change
- ❖ Change reminder email sent at 85 days
- ❖ Not one of 4 previous passwords
- ❖ Cannot be changed for 5 days after the last password change

# Choose a Password

## Choose a Password

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

Password\*:

Confirm Password\*:

OK

\*Denotes required field



# Confirmation Page

- ❖ Key Fields - Confirmation Page
  - ❖ Username
  - ❖ EMPLID (Employee ID)

User Activation Completed Successfully!

*Your username is:* Matt.Fox81


*Your EMPLID is:* 00256481

- ❖ Print this page!


# CUNYfirst Portal Login Page

- ❖ Log into the CUNYfirst Portal
  - ❖ Enter the Username and Password
- ❖ Forgot Your Password ?
  - ❖ Enter the Username or Employee ID
  - ❖ Enter the answers to three challenge questions
  - ❖ Enter the new password twice
- ❖ Change Password
  - ❖ Navigate to the CUNYfirst Portal Login page
  - ❖ Enter the Username or Employee ID
  - ❖ Enter the old password
  - ❖ Enter the new password twice

# Logging into the CUNYfirst Portal



The City University of New York



Welcome


Login

Welcome!

CUNYfirst is the City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Signing on to CUNYfirst - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more, give faculty additional tools to enhance their interaction with students, and give staff access to powerful processes that connect with the finance, student administration and human resources functions necessary to operating the nation's largest urban university.

Username:

Password:  

[Forgot your password?](#)

[Change Password](#)

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# Forgot Your Password?

- ❖ Navigate to CUNYfirst Portal Login Page
- ❖ Click on the **Forgot Your Password?** link
- ❖ Enter the Username or Empl ID (Employee ID)

Forgot Password

Please provide the required information in the following fields to change your password.

User ID:

OR

Empl ID:

# Forgot Your Password?

- ❖ Key Fields – Required
- ❖ Answer to Challenge Questions

### Choose New Password

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

*Password\**:

*Confirm Password\**:

\*Denotes required field

# Confirmation Page

- ❖ Key Fields - Confirmation Page
  - ❖ Username
  - ❖ EMPLID (Employee ID)

Password reset succeeded

*Your username is:* Matt.Fox81

*Your EMPLID is:* 00256481

# Change Password

- ❖ **Navigate to the CUNYfirst Portal Login page**
- ❖ **Click on the Change Password link**

# Change Password

## Password Reset

Please provide the required information in the following fields to reset your password. For password policy detail, please [click here](#)

User ID:

OR

Empl ID:

Old Password\*:

Password\*:

Confirm Password\*:

OK

\*Denotes required field



# Confirmation Page

- ❖ Key Fields - Confirmation Page
  - ❖ Username
  - ❖ EMPLID (Employee ID)

Password reset succeeded

*Your username is:* Matt.Fox81

*Your EMPLID is:* 00256481