

# CUNYfirst

●●● Fully Integrated Resources and Services Tool

**Start:**

## ▶ How to Claim Your Account

**Go to:** <https://home.cunyfirst.cuny.edu>

**Click:** [First Time User](#)

**Enter:**

- First Name
- Last Name
- Date of Birth
- Social Security Number (last 4 digits)

**Click:** [OK](#)

**Next:** Select your Challenge Questions and Answers — you need five of them.

Choose each question from the drop down, and then type in your answer.

**Hints:**

- Make it memorable
- Don't repeat questions
- Answers are not case sensitive and must be at least two characters long

**Next:** Choose [Password](#)

Your password must be at least eight characters long, and contain at least one UPPERCASE character, or at least one numeral or a symbol. You will also need to update it every 90 days.

After you've entered your password and confirmed it, click: [OK](#)

**Congratulations!** Your CUNYfirst account is now activated. Please make a note of your username and password and keep it in a safe place.

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faculty

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## Logging On

After you have claimed your account, you will receive a confirmation screen with your user name and EMPLID (Employee ID). **Please print or save that screen for future reference.** Your CUNYfirst user name typically will be your first name and last name, with a dot in-between the two names. Added to that would be the last two digits of your EMPLID. For example, John Smith would be john.smith12.

Your password is the password you entered when you claimed your account.

**Go to:** <http://home.cunyfirst.cuny.edu>

**Enter:** • Username  
• Password

**Click:** [Submit](#)

## Congratulations!

You are now logged into CUNYfirst.

## Need Help?

**Email:** [helpdesk@baruch.cuny.edu](mailto:helpdesk@baruch.cuny.edu)

## Forgot Your Password?

Visit CUNYfirst website, choose [Forgot your Password](#), and follow the instructions.

**To learn more about CUNYfirst faculty scheduling and training at Baruch visit** [www.baruch.cuny.edu/cunyfirst/faculty.html](http://www.baruch.cuny.edu/cunyfirst/faculty.html)  
**or email** [helpdesk@baruch.cuny.edu](mailto:helpdesk@baruch.cuny.edu)

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