Claiming your CUNYfirst User Name

To begin, go to

https://home.cunyfirst.cuny.edu/
(note: you must type https at the beginning of the URL, or it won’t work.)

This is the page you will see at first. Click on First time users
Account Activation

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

First Name*: Jane

Last Name*: Doe

D.O.B. (mm/dd/yyyy)*: 06/23/1971

SS# (last 4 digits)*: 5432

*Denotes required field

Fill in your:
• First Name
• Last Name
• Your Date of Birth
• The last four digits of your Social Security Number

Then click OK
On the next page you will pick your challenge questions. These are questions you will need to answer if you forget your password.

- Pick questions from the drop-down menu, and type your own answers underneath. Make sure that you will be able to answer the questions consistently if you are asked them in the future.
- Don’t repeat questions - you can’t have “Mother’s Maiden Name” as all of your five questions.
- Your answers are not case-sensitive and must be more than two characters long

Click OK when you have filled out all five answers.
On the next page choose a password

Password requirements

- At least 8 characters long
- At least 1 uppercase letters and at least one numeric OR one special character
- Passwords expire 90 days after the last password change
- Expiration warning email sent at 85 days, and then every day for the next 5 days
- Cannot use 4 previous passwords
- Cannot be changed for 5 days after the last password change

After you have entered your password twice, click OK. You should see the message below, with your username and CUNY ID. Make a note of these in a safe place.

User Activation Completed Successfully!

Your username is: Jane.Doe89
Your CUNY ID is: 123456789