

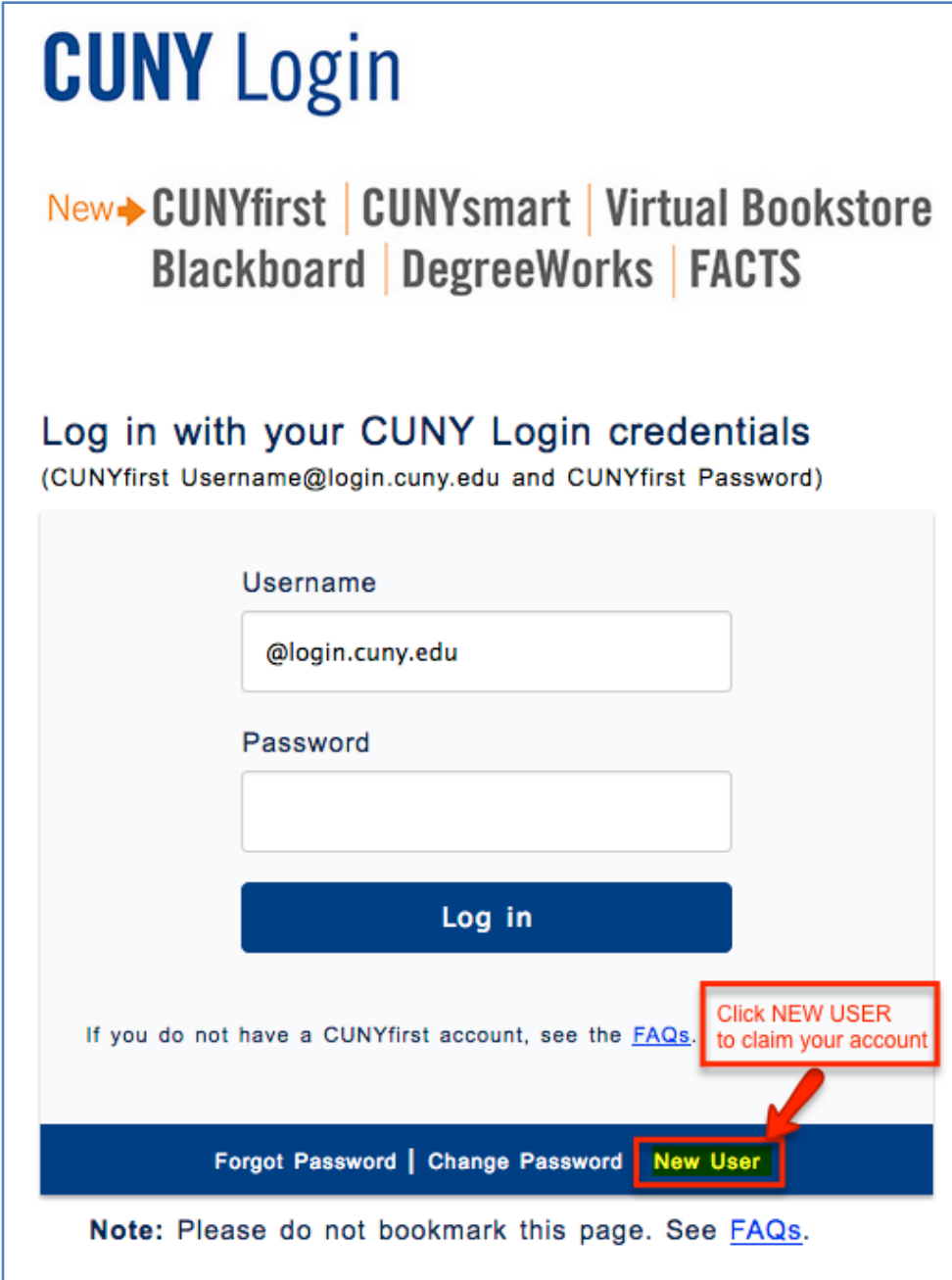
# Quick Guide: Claiming Your CUNYfirst Account

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1. Go to the CUNYfirst homepage at: <https://home.cunyfirst.cuny.edu>

You can also go to the Hunter College homepage at <https://hunter.cuny.edu> and click “CUNYfirst Sign-In”

2. Click **NEW USER** at the bottom right underneath the login area:



**CUNY Login**

New → CUNYfirst | CUNYsmart | Virtual Bookstore  
Blackboard | DegreeWorks | FACTS

Log in with your CUNY Login credentials  
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username

Password

**Log in**

If you do not have a CUNYfirst account, see the [FAQs](#). **Click NEW USER to claim your account**

[Forgot Password](#) | [Change Password](#) | **New User**

**Note:** Please do not bookmark this page. See [FAQs](#).

3. On the **ACCOUNT ACTIVATION** page, enter the following:

- Your First Name
- Your Last Name
- Your full date of birth (you must include the “/”s!)
- The last four digits of your SSN

The screenshot shows the 'Account Activation' form with the following fields and annotations:

- First Name\*:** Input field containing 'Your FIRST name'. The asterisk indicates a required field.
- Last Name\*:** Input field containing 'Your LAST name'. The asterisk indicates a required field.
- D.O.B. (mm/dd/yyyy)\*:** Input field containing '01/01/2019'. A red box with an arrow points to this field with the text 'You MUST include the slashes in the DOB field'.
- SS# (last 4 digits)\*:** Input field containing '0000'. The asterisk indicates a required field.
- reCAPTCHA:** A box containing 'I'm not a robot' and a reCAPTCHA logo. A red box with an arrow points to the checkbox with the text 'Click on the box and follow the instructions to proceed to the next step'.
- OK button:** A button labeled 'OK'. A red box with an arrow points to it with the text 'Click OK to continue'.

\*Denotes required field


4. Click the box to the left of “I’m not a robot” and select all relevant items, and click **VERIFY**

5. Click the **OK** button

6. On the **CHALLENGE QUESTIONS AND ANSWERS** page, choose FIVE challenge questions by clicking on the drop down list of options, then enter your answers to the questions

### 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 changes

**Question 1\*:** What is your mother's maiden name?  Click the drop down to select a question

**Answer\*:**

**Question 2\*:** --- Please Select ---

**Answer\*:**

**Question 3\*:** --- Please Select ---


**Answer\*:**

**Question 4\*:** --- Please Select ---

**Answer\*:**

**Question 5\*:** --- Please Select ---

**Answer\*:**

Click OK to proceed  OK

\*Denotes required field

You must choose FIVE questions and enter FIVE answers in order to claim your account.

This is to help you in the future should you forget your password!

TIP: Write down your questions and answers, so that you may use them in the future if you forget your password and need to regain access to your account!

7. Once you have chosen FIVE questions and entered your answers, click the **OK** button

8. On the **CHOOSE NEW PASSWORD** page, enter a new password in the **PASSWORD** field

**Choose a Password**

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

*Password\**:

*Confirm Password\**:

[Click OK to proceed](#) →

\*Denotes required field

Your password must:

- Be between 8 and 13 characters long
- Contain at least ONE UPPERCASE letter
- Contain at least ONE LOWERCASE letter
- Contain either a NUMBER or SYMBOL special character
- Not be one of your 4 previously used passwords

9. Enter your new password again in the **CONFIRM PASSWORD** field

10. Click **OK**

11. User Activation Completed Successfully!

Your username will appear in the following format:

**User Activation Completed Successfully!**

Your username is: **FirstName.LastName##**

Your EMPLID is: **#####**