Quick Guide: Claiming Your CUNYfirst Account

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:
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

![Account Activation Form]

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.

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

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: