



**CUNYfirst Managing Your Account:
Claiming Your CUNYfirst Account**



Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar.
2.	<p>Click on First time users link.</p> <div data-bbox="594 443 1289 527" style="border: 1px solid gray; padding: 5px; text-align: center;"> Forgot Your Password? Change Password First Time Users </div>
3.	<p>Enter all required information (First Name, Last Name, Date of Birth and SS# last 4 digits)</p> <p>Note: Your D.O.B. must include forward slashes i.e. 09/31/1975.</p> <p>Students: If you do not have a Social Security number, please use the last 4 digits of your 9-digit Hunter-assigned ID. If you don't remember your 9-digit ID number, go to OASIS (217 N) with a valid government issued photo ID, and someone will be able to look it up for you; if you are a student at Silberman School of Social Work, please go to the Enrollment Management Office (7th floor) and speak to Mrs. Purnomo.</p> <div data-bbox="375 869 1211 1444" style="border: 1px solid gray; padding: 10px;"> <p style="text-align: center;">Account Activation</p> <p style="text-align: center;">Please provide the required information in the following fields to activate your CUNY account.</p> <p>First Name*: <input type="text"/></p> <p>Last Name*: <input type="text"/></p> <p>D.O.B. (mm/dd/yyyy)*: <input type="text"/></p> <p>SS# (last 4 digits)*: <input type="text"/></p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;">  <p>Type the two words: <input type="text"/></p> <p style="text-align: right;">RECAPTCHA™ stop spam. read books.</p> </div> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <div style="display: flex; align-items: center; margin-left: 20px;">  <ul style="list-style-type: none"> ➔ Reload ➔ Audio ➔ Help </div>
	<p>Enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service.</p> <p>Note:</p> <ul style="list-style-type: none"> • If you are not sure what the words are, either enter your best guess or click the reload button next to the distorted words. • Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge. <p>Click OK to proceed to the next step</p>

4. **Select** your 5 challenge questions and type in answers for each question. You will need to remember your answers in order to reset a forgotten password so select questions and answer that are memorable.

Note: Questions and answers cannot be repeated. Answers are not case sensitive and must be at least 2 characters in length.

Click OK to proceed to the next step.

5. **Enter** your selected password twice.

Note: It's recommended to make a note of your password and keep it in a secure location. Your Password will expire every 90 days and you will be prompted to change your password. You can click on the [click here](#) link to view the CUNYfirst password policy requirements.

Click the OK button once; it may take a few minutes to process your CUNYfirst account information.

- Password must be at least 8 characters long and at most 12 characters long
- Password must contain at least 1 uppercase letters.
- Your password must have at least one numeric character (1,2,3,etc.) or one special character (&, %, ?, etc.)

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HUNTER

6. You have successfully claimed your CUNYfirst account please make a note of your username and EMPLID. It's recommended that you print this confirmation screen.


Note: Your CUNYfirst username is sometimes referred to as your User ID. Your EMPLID is your personal unique 8 digit personal identification number used in the CUNYfirst system.

Password reset succeeded

Your username is: Matt.Fox81

Your EMPLID is: 00256481

Logging Into CUNYfirst

1. Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar.
2. Enter your CUNYfirst Username and Password and click the  Submit button to login.
3. Once you have successfully logged in, the CUNYfirst Portal page appears.

Signing Out of CUNYfirst

1. Click the **Sign Out** link in the upper right corner of the CUNYfirst screen.

SIGN OUT

Note: To protect your privacy and prevent unauthorized use of your account, be sure to sign out and close all web browser windows to end your session.

2. You have successfully ended your session in CUNYfirst.