Activate My CUNYfirst Account
In order to access CUNYfirst, users activate or claim their account through the Identity Management System (IMS).

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar.</td>
</tr>
<tr>
<td>2.</td>
<td>On the Login page, click on First time users link.</td>
</tr>
</tbody>
</table>
3. **Account Activation**

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

- **First Name**: [John]
- **Last Name**: [Doe]
- **D.O.B. (mm/dd/yyyy)**: [●●●●●●●●]
- **SS# (last 4 digits)**: [●●●●

On the Account Activation page, enter First name, Last Name, Date of Birth, Last 4 digits of SS number, and RECAPTCHA text.

*Note: Use your name of record with correct capitalization for the First Name and Last Name fields.*

*Note: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.*

*Note: If you are not certain of the information requested, it is recommended that you contact the Office of Human Resources.*

4. Click the OK button.
5. On the **Challenge Questions and Answers** page, select or create five different questions and enter different answers. In the event you forget your password, then you will be asked three of these five questions and your answers must match each character.

*Note: In CUNYfirst, users may reset their password with Challenge Questions and Answers.*

6. Click the **OK** button.
7. **Choose a Password**

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

- **Password**: 
- **Confirm Password**: 

*Denotes required field

Once submitted, the update process may take a couple minutes. Please wait...

On the **Choose a Password** page, enter and confirm your password.

**Note:** The two entries must match or the user will have to re-enter both fields.

**Note:** CUNY Password Policy when choosing a password

- 8 or more characters
- 1 or more uppercase letters
- 1 or more numeric or special characters

**Note:** CUNY Password Reset Policy

- No change for 5 days after last password change
- Not one of 4 previous passwords
- Expires 90 days after the last password change

An email notification will be sent to users whose password is going to expire in the next 7 days.

Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password.

At 90 plus days, CUNYfirst will require the user to change their password.

8. To submit the password, click the **OK** button.

9. **User Activation Completed Successfully!**

Your username is: 
Your EMPLID is: 

On the **User Activation Completed Successfully!** page, your Empl ID (CUNY ID) is displayed as in the example below.

**Note:** The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.

10. When you have finished, make a record of your username, Empl ID and password.

**End of Procedure.**