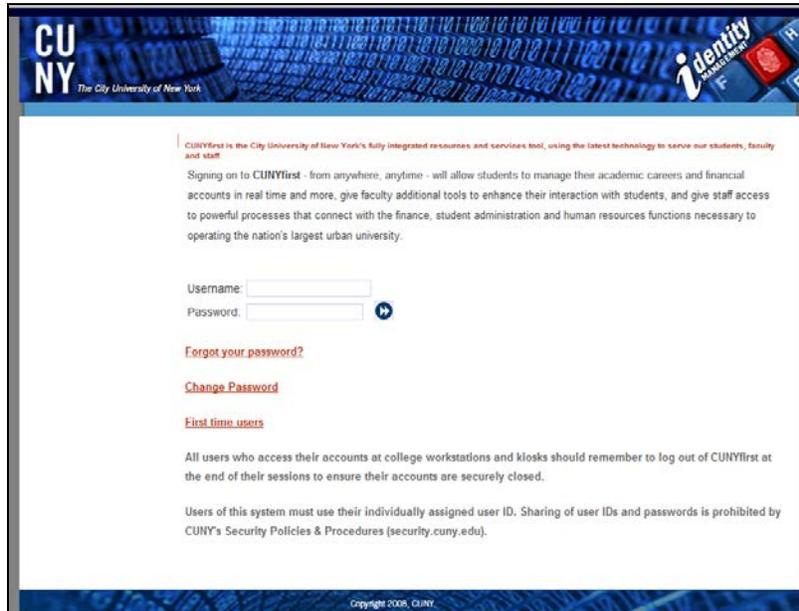


How to Claim Your CUNYfirst Account

To claim your CUNYfirst account, go to <https://home.cunyfirst.cuny.edu> Alternatively CUNYfirst can be accessed from Brooklyn College website at www.brooklyn.cuny.edu. Navigate as follows: About ->Initiatives -> Plans and Policies -> CUNYfirst -> Access CUNYfirst.

On the CUNYfirst login page, select “First time users”



CUNYfirst is the City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Signing on to CUNYfirst - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more, give faculty additional tools to enhance their interaction with students, and give staff access to powerful processes that connect with the finance, student administration and human resources functions necessary to operating the nation's largest urban university.

Username:

Password: 

[Forgot your password?](#)

[Change Password](#)

[First time users](#)

All users who access their accounts at college workstations and kiosks should remember to log out of CUNYfirst at the end of their sessions to ensure their accounts are securely closed.

Users of this system must use their individually assigned user ID. Sharing of user IDs and passwords is prohibited by CUNY's Security Policies & Procedures (security.cuny.edu).

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On the next screen “Account Activation”, enter your First Name, Last Name, D.O.B., the last 4 digits of your SS#. Complete the security “Captcha”. Click OK

Note: Be sure to type in your D.O.B. in mm/dd/yyyy format (with forward slashes).



Account Activation

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

First Name*

Last Name*

D.O.B. (mm/dd/yyyy)*

SSN (last 4 digits)*



Type the two words

OK

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Note that the information entered will be compared to your personnel data in the CUNYfirst database. If you receive the message “User Not Found. Please Enter Correct Info”, make sure you are entering the correct info since it must exactly match your college record.

If you are sure you are entering the correct info and the system is still not accepting it, please contact the CUNYfirst support line at 718-951-4200 or via email at: CUNYfirst@brooklyn.cuny.edu. They will investigate whether the CUNY records differ from what you entered, and alert the appropriate college office to work with you to ensure that your record has the correct info and that you can claim your CUNYfirst account.

If the information entered is accurate, you will be directed to the “Challenge Questions and Answers” page, where you must select 5 different questions from the dropdown menu and provide the answers of your choice to be used if you need to reset a lost or forgotten password.

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identity
MANAGEMENT

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*
Answer*

Question 2*
Answer*

Question 3*
Answer*

Question 4*
Answer*

Question 5*
Answer*

OK

*Denotes required field

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On the next screen “Choose a Password”, you will be prompted to create a new password for your account. Type in your preferred password (twice for verification) and click “OK”. Note: Your password must contain at least 8 alpha numeric characters. It is recommended that you use upper case and lower case letters, as well as punctuation and numbers in your password.

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Choose a Password

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

Password*

Confirm Password*

OK

*Denotes required field

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On the next screen “User Activation Completed Successfully!”, you will be shown your system assigned CUNYfirst USERNAME and EMPL ID. Please record this information in a secure place. Unfortunately, CUNYfirst does not allow users to select their own USERNAME.

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User Activation Completed Successfully!

Your username is: L****37

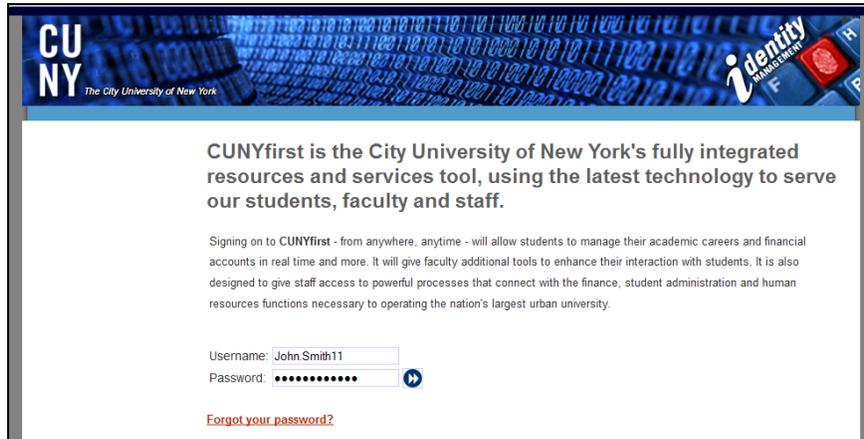
Your EMPLID is: 1*****4

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Accessing CUNYfirst:

To log in to your CUNYfirst account, go to <https://home.cunyfirst.cuny.edu> Alternatively CUNYfirst can be accessed from Brooklyn College website at www.brooklyn.cuny.edu. Navigate as follows: About -> Initiatives -> Plans and Policies -> CUNYfirst -> Access CUNYfirst.

Enter your USERNAME and password, and click the arrow to login.



When you have logged into CUNYfirst, your main menu should be branded in a maroon style and show the Brooklyn College logo in the upper right hand corner. If your menu is branded as being from another campus, which is not your primary employer or college, please contact the college CUNYfirst support area at 718-951-4200 or via email at CUNYfirst@brooklyn.cuny.edu

Faculty and staff are encouraged to review their HR information, and students their student information under the appropriate “Self Service” menu to verify the accuracy. If you find that any of your information is not accurate, please contact the appropriate BC Office: Registrar for student information issues and HR for faculty/staff information issues.