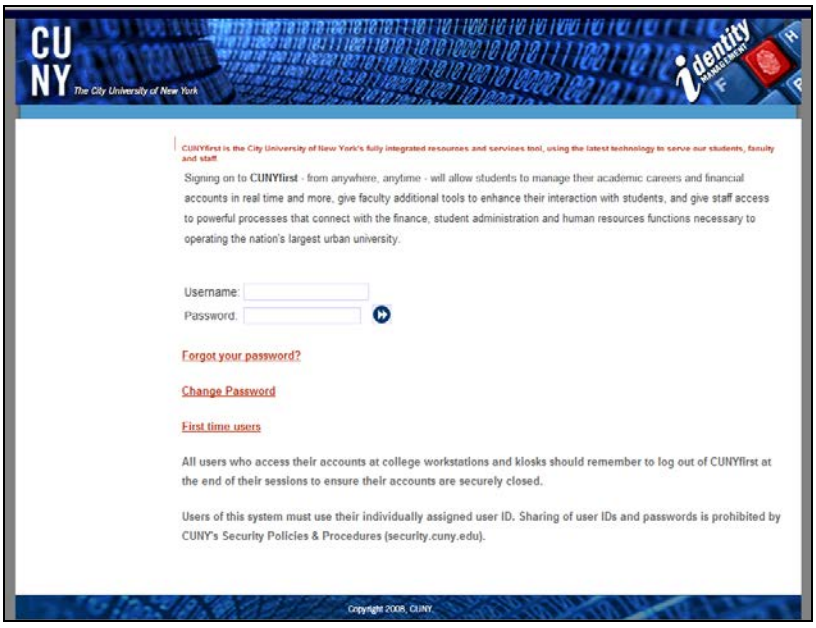
How to Claim Your CUNYfirst Account

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"



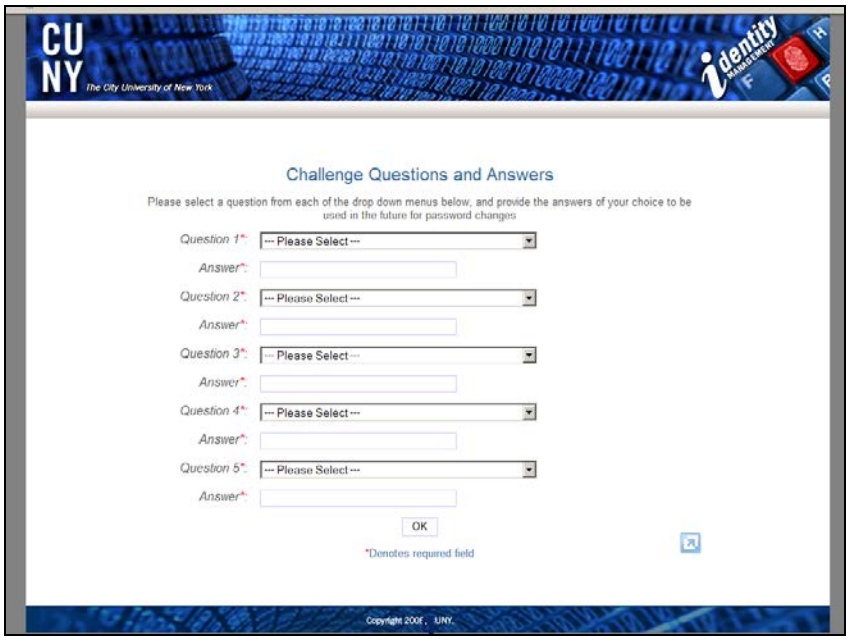
On the next screen "Account Activation", enter your First Name, Last Name, D.O.B., the last 4 digits of your SS#. Complete the security "Captcha". Click OK

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

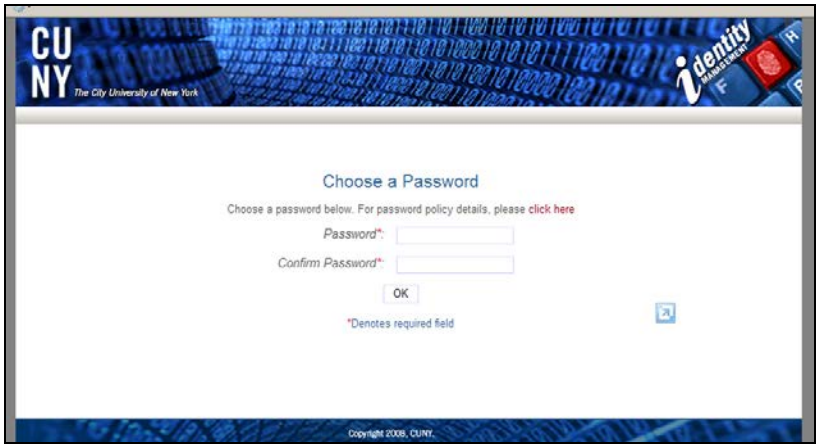
Note that the information entered will be compared to your personnel data in the CUNYfirst database. If you receive the message "User Not Found. Please Enter Correct Info", make sure you are entering the correct info since it must exactly match your college record.

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.

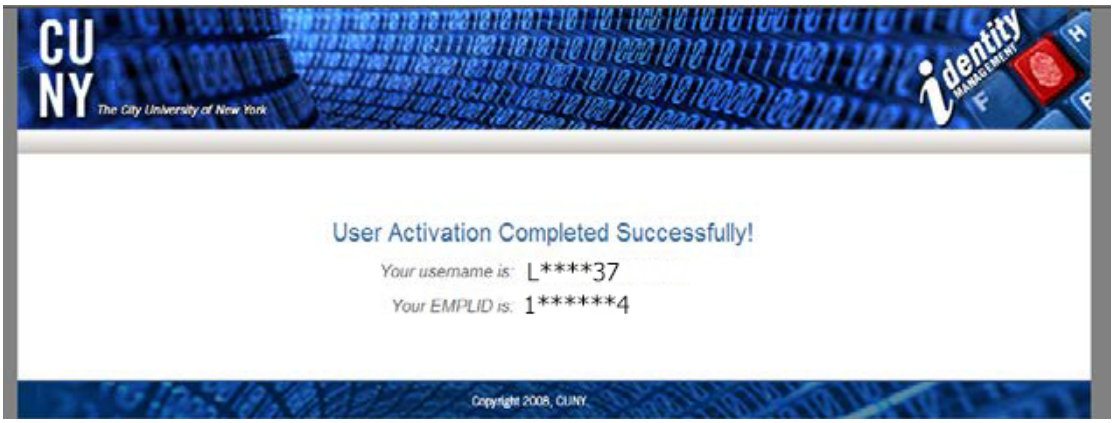
If the information entered is accurate, you will be directed to the "Challenge Questions and Answers" page, where you must select 5 different questions from the dropdown menu and provide the answers of your choice to be used if you need to reset a lost or forgotten password.



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.



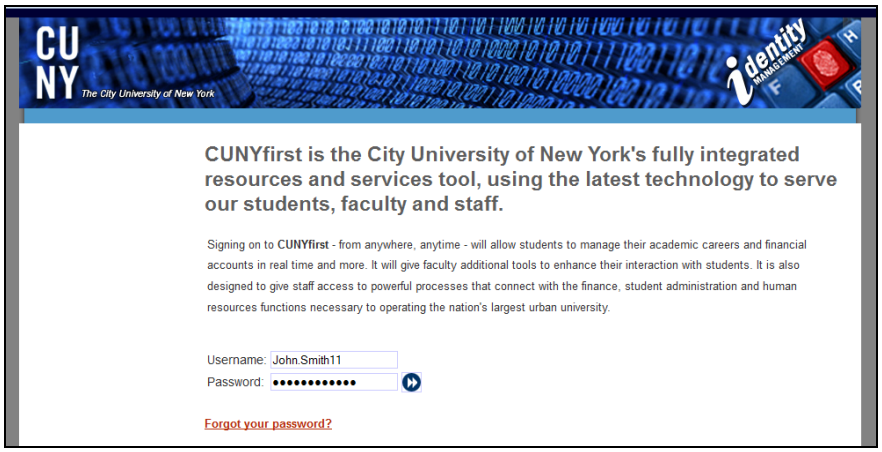
On the next screen "User Activation Completed Successfully!", you will be shown your system assigned CUNYfirst USERNAME and EMPL ID. Please record this information in a secure place. Unfortunately, CUNYfirst does not allow users to select their own USERNAME.



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.