Student Accounts

Set-up Guidelines
What accounts do you need?

- CUNYfirst
  - Blackboard
  - Degree Audit
- CUNY Portal
  - CUNY eMall
- WebCentral
  - Student Email
  - On campus Wi-Fi
Enter the CUNYfirst URL
https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html in your browser’s address bar to access the CUNYfirst Portal Login page.

Click on the ‘New user’ link.
On the **Account Activation** page, enter required text in fields.

Note: Use correct capitalization for the First Name and Last Name fields and date of birth is entered in mm/dd/yyyy format 11/30/1978.

Students that do not have social security number, please email us for information [grads@brooklyn.cuny.edu](mailto:grads@brooklyn.cuny.edu)

Click the OK button.
On the **Challenge Questions and Answers** page, select or create five questions and enter answers for security in the event you forget your password.

**Note:** Users may reset their own password by answering **Challenge Questions and Answers**. For each of the five required questions that you selected, enter your personal answer.

Click the OK button.
CUNYfirst

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

- An email notification will be sent 7 days prior to password expiration.

- A screen will display for the user to change their password.

- At 90 days, CUNYfirst requires users to change their password.
CUNYfirst

- Click the **OK** button to submit the password.
- On the **User Activation Completed Successfully** page, your Emplid is displayed as in the example below.
- **Note:** The eight digit Employee ID (Emplid) is used to identify you in **CUNYfirst**. This ID will be requested and not the nine digit National ID (SSN).

![User Activation Completed Successfully]

- Print the page or write your **Emplid** down and put this in a safe place.
Blackboard

- Enter your CUNYfirst Log in credentials
Blackboard

- Click on Student Center
Click on Blackboard
Blackboard

- Classes that are using Blackboard will be listed under the “My Courses” section.
Enter the URL https://cuny.edu in your browser’s address bar
Under Log In select CUNY Portal
Enter the CUNY Portal Log-in URL www.cuny.edu/portal-login.html in your browser’s address bar to access the CUNY Portal Log-in Portal Login page.
CUNY Portal

- Select Current Student
Enter text into all four required fields (students that do not have a social security number please contact us for your student ID number)
CUNY Portal

- Verify your information and click Confirm
Create your username, password, and update the email address to one you will use. Then Save.
After you log in, you can access CUNY eMail for discounts
Enter the BC WebCentral Login URL https://login.brooklyn.cuny.edu/ your browser’s address bar to access the BC WebCentral Portal Login page.

Click on New User Registration Form.
BC Webcentral

- Fill out required information.
- **Note:** 8-digit CUNYfirst ID (Emplid) number is given to you when you claim your CUNYfirst account

![New User Registration Process: Step 1](image)
BC Webcentral

- In My Info -> My BC Student Email -> BC WIFI
- Select to receive your student email/wi-fi user ID and password.
Use the provided login information to get access to your email or on campus wi-fi. Please visit the West End Building or call 718-677-6180 from 9 am to 5 pm if you are having issues accessing your wi-fi account.
Questions?

Please contact us if you have questions or issues setting up your accounts.

To contact us:
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Office: West Quad 232