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](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.

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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

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

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
Blackboard

- Click on Blackboard
Blackboard

- Classes that are using Blackboard will be listed under the “My Courses” section.
Enter the URL [https://offers.cuny.edu/](https://offers.cuny.edu/) in your browser’s address bar

Use your CUNYfirst information to log in
As a CUNY Student you have access to discounts on movie tickets, travel, computer software and more!
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
- 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.

**BC Webcentral**

- **My BC Student Email**
  
  BC email addresses are assigned when you enroll, but you can customize the email address used to receive email.

<table>
<thead>
<tr>
<th>BC EMAIL ID (USER NAME)</th>
<th>LJo829</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC EMAIL ADDRESS</td>
<td><a href="mailto:LJo829@bemail.brooklyn.cuny.edu">LJo829@bemail.brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>CUSTOMIZED EMAIL ADDRESS (ALIAS)</td>
<td>Create an Alias</td>
</tr>
<tr>
<td>ASSIGNED PASSWORD</td>
<td>********** Show</td>
</tr>
</tbody>
</table>

- **BC WiFi (Students)**

<table>
<thead>
<tr>
<th>NETWORK NAME (SSID)</th>
<th>BC-WIFI</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUR BC WIFI USERNAME</td>
<td>LJo829</td>
</tr>
<tr>
<td>YOUR BC WIFI PASSWORD</td>
<td>********** Show</td>
</tr>
</tbody>
</table>
Questions?

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

To contact us:
Phone: 718.951.4536
Email: grads@brooklyn.cuny.edu
Office: West Quad 232