Student Accounts

Set-up Guidelines
What accounts do you need?

- CUNYfirst
  - Blackboard
  - Degree Audit
- 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.

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
CUNYfirst

assigned ID Number

☐ Display last 4 digits

☐ I’m not a robot

Continue

reCAPTCHA Instructions
Choose “I’m not a robot” and click Continue. You may need to complete a sequence of image or audio recognition tasks to confirm that you are not an automated program or bot trying to access CUNY Login.

Notice: For your security, information entered on the CUNY Login account activation and related pages is transmitted using industry standard encryption protocols. For account activation, password reset, etc., information that you enter must match records already on file within CUNY Login. Do not otherwise share personal information with anyone. If you are experiencing difficulties, contact your college help desk for assistance.
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*: 

*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.
Click Log into Blackboard
Blackboard

- Enter your CUNYfirst Log in credentials
Blackboard

- Your courses will be listed under "My Courses". You can see any required training under "My organization"
DegreeWorks

- Click https://degreeworks.cuny.edu/Dashboard_bc/dashboard
- Enter your emplid ID, click enter and view your plan
**BC Webcentral**

- Enter the BC WebCentral Login URL [https://login.brooklyn.cuny.edu/](https://login.brooklyn.cuny.edu/) your browser’s address bar to access the BC WebCentral Portal Login page.
- Click on New User Registration Form.

**COMMON ISSUES**

- **Forgot your Password or just need to change it?**
  Please complete the [Password Reset Form](#).

- **Forgot your BC WebCentral ID?**
  Please complete the [Central ID Reminder Form](#).

- **Don't have a BC WebCentral ID?**
  Please complete the [New User Registration Form](#) to create your BC WebCentral ID and Password. Your BC WebCentral ID is a unique ID that is required to access to BC WebCentral.
BC Webcentral

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

**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@bcmail.brooklyn.cuny.edu">LJo829@bcmail.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