

# Brooklyn College

International  
Student & Scholar  
Services



## Student Accounts *Set-up Guidelines*

# What accounts do you need?

- CUNYfirst
  - Blackboard
  - Degree Audit
- CUNY Portal
  - CUNY eMail
- WebCentral
  - Student Email
  - On campus Wi-Fi

# CUNYfirst

- 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.

## CUNY Login

New → CUNYfirst | CUNYsmart | Virtual Bookstore  
Blackboard | DegreeWorks | FACTS

Log in with your CUNY Login credentials  
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username

Password

[Log in](#)

If you do not have a CUNYfirst account (e.g., Graduate Center and School of Journalism students, and Blackboard guests), see the [FAQs](#).

[Forgot Password](#) | [Change Password](#) | [New User](#)

# CUNYfirst

- 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 [iss@brooklyn.cuny.edu](mailto:iss@brooklyn.cuny.edu)
- Click the OK button.

## 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)\**:

*SS# (last 4 digits)\**:

# CUNYfirst

- 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.

## 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*:	--- Please Select ---
Answer*:	--- Please Select ---
Question 2*:	What is your mother's maiden name?
Answer*:	What is your favorite color?
Question 3*:	What is the name of your pet?
Answer*:	What is the city of your birth?
Question 4*:	What is your favorite vacation destination?
Answer*:	What was the name of the first school you attended?
Question 5*:	What is your father's middle name?
Answer*:	What is your mother's middle name?
Question 6*:	What is your paternal grandfather's first name?
Answer*:	What is your maternal grandmother's first name?
Question 7*:	Who was your first employer?
Answer*:	What is the name of your first school teacher?
Question 8*:	What is your favorite movie?
Answer*:	Who is your favorite author?
Question 9*:	Who is your favorite athlete?
Answer*:	Who was your first crush?
Question 10*:	What is your favorite book?
Answer*:	What is your favorite food?
Question 11*:	In what city was your mother born?
Answer*:	In what city was your father born?

# 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.**

## 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...

# 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!

Your username is: Matt.Fox

Your EMPLID is: 00256481

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

# Blackboard

- Enter your CUNYfirst Log in credentials

## CUNY Login

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(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username

Password

[Log in](#)

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[Forgot Password](#) | [Change Password](#) | [New User](#)

# Blackboard

- Click on Student Center

**CUNYfirst** SEARCH:

HOME | ADD TO MY LINKS | SIGN OUT

**Brooklyn College**

PERSONALIZE | CONTENT | LAYOUT | Mon, Nov 20, 17 11:32 AM

MY LINKS | Select One: | HOMEPAGE HELP

### CUNYFIRST MENU

- Enterprise Learning Management
- Financials Supply Chain
- HR Campus Solutions
- Reporting HR/Campus Solutions
- **Student Center**
- CUNY Alert Preferences
- CUNY Alert Subscription
- NYS Voter Registration
- NYS Voter Registration Form
- My Personalizations
- firstSolutions Knowledge Base

### UNIVERSITY NEWS

**NY 1 reports on a group of CUNY student Dreamers who rely on DACA to work and go to school who are living a life of uncertainty and fear since President Trump's decision to end the program.** >>

\*\*\*\*\*

**CUNYfirst MyInfo app gives students, faculty and staff access to information you'll need to start your semester smoothly. The Web-based MyInfo application is available from the CUNYfirst login page.** >>

\*\*\*\*\*

**Photoville, a free photo festival featuring indoor and outdoor exhibitions, panel discussions and hands-on workshops, returns to Brooklyn Bridge Park Sept. 21-24.** >>

\*\*\*\*\*

**CUNYAC women's tennis has action all week, including a match between John Jay and top-seeded CSI on Saturday.** >>

\*\*\*\*\*

**Academic Calendar**

### OPPORTUNITIES TO SERVE

**Chancellor James B. Milliken**



With its high-quality academic programs, affordable tuition and student support, including financial aid, The City University of New York plays a vital role in educating hundreds of thousands of New Yorkers annually and in contributing to the region's economic health. This is the CUNY Value. [More](#)

### CUNY CHANNEL

**WINNERS**



**What's New on the CUNY Channel**

Check out the latest videos on CUNY's YouTube Channel

### CUNYFIRST NOTICES



### CUNYFIRST ALERTS

### BC ANNOUNCEMENTS

**Important BC Info:**

**Financial Aid News: IMPORTANT (UPCOMING AWARD YEAR)**

**The 2017-2018 Free Application for Federal Student Aid (FAFSA)** is now available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)! Submit the application now if you are seeking financial aid assistance for the Summer 2017, Fall 2017 and Spring 2018 semesters. Brooklyn College's federal school code is 002687. [FAFSA Filing Workshops](#) are available.

Starting with the 2017-2018 FAFSA, the following changes have been put in place:

- **Students are now able to submit FAFSA early.** The earlier FAFSA submission date has been permanently changed to enable students to complete and submit a FAFSA as early as October 1<sup>st</sup> of every year. Please be advised, the 2017-2018 FAFSA application has been available since October 1<sup>st</sup>, 2016!
- **Students now report earlier income information.** Since 2017-2018 FAFSA application process, students are required to report income information from 2 years prior.

# Blackboard

- Click on Blackboard

The screenshot displays the CUNYfirst student portal interface. At the top, the CUNYfirst logo is on the left, and a search bar is on the right. Below the logo, the Brooklyn College name is prominently displayed. A navigation bar includes 'Favorites', 'Main Menu', and 'Student Center'. The main content area is organized into several sections:

- Enroll / My Academics:** Includes an 'enrollment shopping cart' and a dropdown menu for 'other academic...'.
- Finances:** Contains 'My Account' (Account Inquiry), 'Financial Aid' (View Financial Aid, Accept/Decline Awards, Direct Loan Processing Form, Supplement Form), and a notification: '\*Institution Brooklyn College. You have no outstanding charges at this time.' It also features 'enroll/manage payment plan' and 'make a payment' buttons, along with a dropdown for 'other financial...'.
- Personal Information:** Lists 'Emergency Contact Names' and 'Home Address' (2900 Bedford Avenue, Brooklyn NY 11210, 7189515000), with a dropdown for 'other personal...'.
- Service Tiles (Right Column):**
  - Holds:** No Holds.
  - To Do List:** No To Do's.
  - Milestones:** No Milestones.
  - Enrollment Dates:** Open Enrollment Dates.
  - Advisor:** Program Advisor: None Assigned.
  - Advisement / Transcript:** Official Transcript Ordering, DegreeWorks-Online Advisement, FACTS - Financial Aid.
  - Important Links:** FAFSA, FERPA, CUNY.edu.
  - Blackboard:** Blackboard (highlighted with a red circle).

At the bottom of the page, a JavaScript snippet is visible: `javascript:submitAction_win0(document.win0,'DERIVED_SSS_SCL_SSS_SC_ADDR_BOX2');`

# Blackboard

- Classes that are using Blackboard will be listed under the “My Courses” section.

The screenshot displays the CUNY Blackboard dashboard interface. At the top, there is a navigation bar with the CUNY Blackboard logo and a 'New Student' button. Below this is a secondary navigation bar with links for Home, Help, Content Collection, Brooklyn College, BC Library, BC Bb FAQ, and Blackboard Resources. A third bar contains 'Home' and 'Notifications Dashboard'. The main content area features an 'Add Module' button and a 'Personalize Page' button. The dashboard is divided into several sections: 'CUNY Virtual Desktop', 'CUNYfirst MyInfo', 'My Courses', 'My Organizations', 'My Tasks', 'My Announcements', 'CitizenCUNY', 'Tools', 'Browser Test', and 'CUNYfirst Global Search'. The 'My Courses' section is circled in red and displays the message: 'You are not currently enrolled in any courses.' Other sections like 'My Organizations' and 'My Tasks' also show similar messages. The 'Tools' section includes links for Announcements, Calendar, Tasks, My Grades, Personal Information, Update Email, and Goals. The 'CitizenCUNY' section contains a news item about DACA. The 'Browser Test' section has a 'Test your Browser' button. The 'CUNYfirst Global Search' section is at the bottom.

# CUNY Portal

- Enter the URL <https://cuny.edu> in your browser's address bar
- Under Log In select CUNY Portal



# CUNY Portal

- Enter the CUNY Portal Log-in URL [www.cuny.edu/portal-login.html](http://www.cuny.edu/portal-login.html) in your browser's address bar to access the CUNY Portal Log-in Portal Login page.

The City University of New York

▲ Find It ▲ College Websites Text Version Make This Website Talk

• Future Students • Current Students • Faculty/Staff • Alumni

ABOUT ACADEMICS ADMISSIONS FINANCIAL AID RESEARCH NEWS/EVENTS LIBRARIES EMPLOYMENT SEARCH LOG-IN

Welcome >> Portal Log-in / Citizen CUNY

## Portal Log-in / Citizen CUNY

Help

Portal FAQs

Email / Contact Us

Student/Faculty/Staff email services are administered on each CUNY campus. Information available at [Campus Help Desks>>](#)

TODAY AT CUNY

**Bronx Centennial Celebration**  
Oct 7, 2014 | 4:00 PM - 7:30 PM  
Bronx Community College

### PORTAL LOG-IN

CUNY Applicants: to fill out an online application please [register for a CUNY Portal Account](#) OR if you already have a portal account, sign in below.

[Register for a New Account >>](#) [Account and Password Reset >>](#) [E-mail a New Password >>](#)

Username:

Password:  [Log-In](#)

Your Portal to Service  
**CITIZENCUNY** ☆

# CUNY Portal

- Select Current Student

ABOUT ACADEMICS ADMISSIONS FINANCIAL AID RESEARCH NEWS/EVENTS LIBRARIES EMPLOYMENT

Welcome >> Portal Log-in / Citizen CUNY

## Portal Log-in / Citizen CUNY

Help  
Portal FAQs

### NEW USER REGISTRATION

Please select the option that best describes your current role within the University:

Applicant	I am applying for admission to a CUNY college.
Faculty	I am currently a faculty member at a CUNY college.
Staff	I am currently employed by one of the colleges or the university.
Visitor	I have no current affiliation with the university.
Alumni	I am a graduate of one or more CUNY colleges.
Cont Ed	I am a continuing education student.
Current Student	I am currently enrolled as a student at a CUNY college.



# CUNY Portal

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

## VALIDATION

Please verify your information: If you are a student, faculty, or staff member and are unsure of your username or registered e-mail address, re-validate your account by entering your confidential information below:

First Name:

Last Name:

Social Security Number:  -  -

Enter your Social Security Number without spaces or dashes (for verification purposes only)

Date of Birth:  -  - 19

Enter your date of birth in the following format: mm/dd/yyyy

Next >>

# CUNY Portal

- Verify your information and click Confirm

## REGISTRATION

Please verify your information:

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/>
Date of Birth:	<input type="text"/>
<input type="button" value="Confirm"/>	
<input type="button" value="Cancel"/>	

# CUNY Portal

- Create your username, password, and update the email address to one you will use. Then Save.

## REGISTRATION

### Choose a Username

Please enter your username below. Username should only consist of the characters: A-Z, a-z, 0-9, underscore, dash, apostrophe, period, comma, or @ symbol.

Username*	<input type="text"/>
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### Choose a Password and e-Mail Address

Please choose a password that is at least 6 characters long. Be sure to enter your correct e-Mail address in the box below.

Password*	<input type="password"/>
Password Confirmation*	<input type="password"/>
Email*	<input type="text" value=""/> <input type="text" value=""/> @bcmail.brooklyn.cuny.edu @bcmail.br

### Residential Address

Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country	US

# CUNY Portal

- After you log in, you can access CUNY eMail for discounts

Welcome to CitizenCUNY. Your feedback is welcome >>

Your Portal to Service  
**CITIZENCUNY** ★

FACULTY/STAFF | ADMISSIONS/FINANCIAL AID | BLACKBOARD | LIBRARIES | SERVICES | **CUNY eMALL** | HELP

MY PROFILE | CUNY.EDU | LOG-OUT

**WELCOME Keisha Wilson**

**APPLICATIONS / RESOURCES**

- Chancellor's Report
- Blackboard > Redirects to CUNY Login
- DegreeWorks - Online Advisement System
- FACTS Financial Aid Certification Tracking System
- ePermit
- Coastal Storm-Shelter Staff Registration
- Tumbleweed Request Form
- Site Licenses
- CAC CUNY Academic Commons

**UNIVERSITY NEWS**

**CUNY's Global Search**  
CUNY's Global Search allows students to locate courses that match their academic and scheduling needs from across the University. Use special search features to find courses with zero textbook costs, online or hybrid instruction and more. >>

**"The Late Show" Ticket Offer**  
"The Late Show with Stephen Colbert" is offering CUNY students, faculty and staff a special promotion. By using promo code CUNY, you will receive priority tickets to a taping of a show in the months of January through April. >>

**Sportswire — Basketball Season Kicks Off**  
CUNYAC basketball is back! In a preseason poll, Baruch was the favorite to be the winner of the 2017-18 season men's championship. >>

**Volunteer for FeedingNYC**  
FeedingNYC needs volunteers to help pack and deliver Thanksgiving turkeys with all the trimmings to thousands of families living in shelters. Many shifts available.>>

**FROM CHANCELLOR MILLIKEN**

**Chancellor James B. Milliken**  
The City University of New York proudly celebrates our recent winners of some of the nation's most prestigious and competitive academic awards in 2016. These honors include 10 National Science Foundation Graduate Research Fellowships; 13 Fulbright Fellowships; three Goldwater Fellowships that encourage undergraduates to continue on to graduate work and more. >>

**CUNY CHANNEL**

CUNY Dream Machine  
#CUNYdreammachine  
Gram Challenge  
More Videos >>

**SIGN UP FOR CUNY ALERT**

**CUNYAlert**  
Receive text or voice alerts of emergencies and weather-related closings on your campus via cell or home phone and email. Click here.

**TODAY AT CUNY**

**CUNY E-MAILS AND RESOURCES**

# BC Webcentral

- 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 ID:

Password:

**Sign in**

[Forgot Your Password?](#)

## 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***

## New User Registration Process: Step 1

8-Digit CUNYfirst ID:

[Don't know your CUNYfirst ID?](#)

Date of Birth:

- Month ▼

- Day ▼

- Year ▼

Proceed to Next Step >>

# BC Webcentral

- In My Info -> My BC Student Email -> BC WIFI
- Select to receive your student email/wi-fi user ID and password.

The screenshot shows the 'MY INFO' menu in the BC Webcentral system. The menu items are listed on the left, and a sub-menu is open on the right. Two items in the sub-menu are circled in red: 'MY BC STUDENT EMAIL' and 'BC WIFI (STUDENTS)'. The background shows a 'Getting Started' banner and a list of services with contact information.

Service	Address	Phone
Programs	3208 Boylan Hall	718-951-5771
College-wide Requirements		
West Quad Center		718-758-8150

# BC Webcentral

- 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

[Return to dashboard](#)

BC email addresses are assigned when you enroll, but you can customize the email address used to receive email.

BC EMAIL ID (USER NAME)	LJo829
BC EMAIL ADDRESS	<a href="mailto:LJo829@bcmail.brooklyn.cuny.edu">LJo829@bcmail.brooklyn.cuny.edu</a>
CUSTOMIZED EMAIL ADDRESS (ALIAS)	<a href="#">Create an Alias</a>
ASSIGNED PASSWORD	***** <a href="#">Show</a>

## BC WiFi (Students)

[Return to dashboard](#)

NETWORK NAME (SSID)	<a href="#">BC-WiFi</a>
YOUR BC WIFI USERNAME	LJo829
YOUR BC WIFI PASSWORD	***** <a href="#">Show</a>

# Questions?

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

To contact us:

Phone: 718-951-4477

Email: [iss@brooklyn.cuny.edu](mailto:iss@brooklyn.cuny.edu)

Office: West Quad 235

Office Hours: Monday – Friday 9:30 a.m. – 4:30 p.m.