



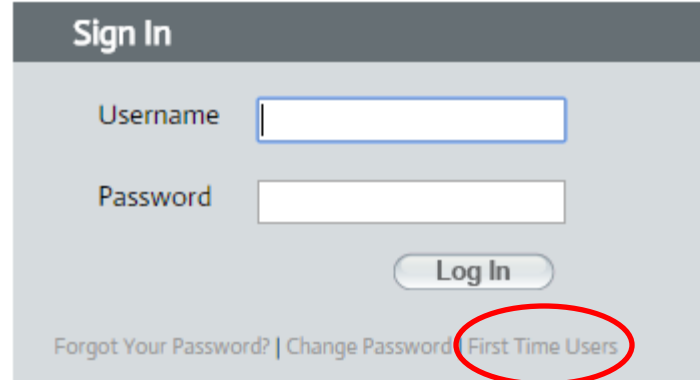
Student Accounts Setup Guideline

What accounts do you need?

- [CUNYfirst](#)
- [WebCentral](#)
 - Student Email
 - On campus Wi-Fi
- [CUNY Portal \(Blackboard\)](#)

CUNYFirst

- Enter the CUNYfirst URL <https://home.cunyfirst.cuny.edu> in your browser's address bar to access the CUNYfirst Portal Login page.
- Click on first time users link.



The image shows a 'Sign In' form with a dark grey header. Below the header, there are two input fields: 'Username' and 'Password'. A 'Log In' button is positioned below the password field. At the bottom of the form, there are three links: 'Forgot Your Password?', 'Change Password', and 'First Time Users'. The 'First Time Users' link is circled in red.

Sign In

Username

Password

Log In

[Forgot Your Password?](#) | [Change Password](#) | [First Time Users](#)

CUNYFirst

- On the **Account Activation** page, enter text into all four required fields.
- Note: Use correct capitalization for the First Name and Last Name fields.
- Note: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.
- Note: If you are not certain of the information requested, it is recommended that you contact our office. (1-718-951-4477, Room 235 West Quad)
- 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: In CUNYfirst users may reset their own password by answering Challenge Questions and Answers questions. 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

Choose a Password

Choose a password below. For password policy details, please [click here](#)

Password*:

Confirm Password*:

OK

*Denotes required field

- On the **Choose a Password** page, enter and confirm your password.
Note: The two entries must match or the user will have to re-enter both fields.
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
 - Expires 90 days after the last password change
- **An email notification will be sent to users whose password is going to expire in the next 7 days.**
- **Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password**
- **At 90 plus days, CUNYfirst will require the user to change their password.**

CUNYFirst

- Click the **OK** button to submit the password.
- On the **User Activation Completed Successfully** page, your Empl ID (CUNY ID) is displayed as in the example below.
- ***Note: The eight digit Employee ID (CUNY ID) 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** (CUNY ID) down and put this in a safe place.
- ***Note: Record and safeguard your CUNY ID.***

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

- On Step 2, you need to create your own ID and Password by following the instructions.

New User Registration Process: Step 2

Welcome

Please create your new BC WebCentral ID and Password below.

Choose Your BC WebCentral ID:
(8-20 characters. Do not use your SSN or 8-digit CUNYfirst ID)

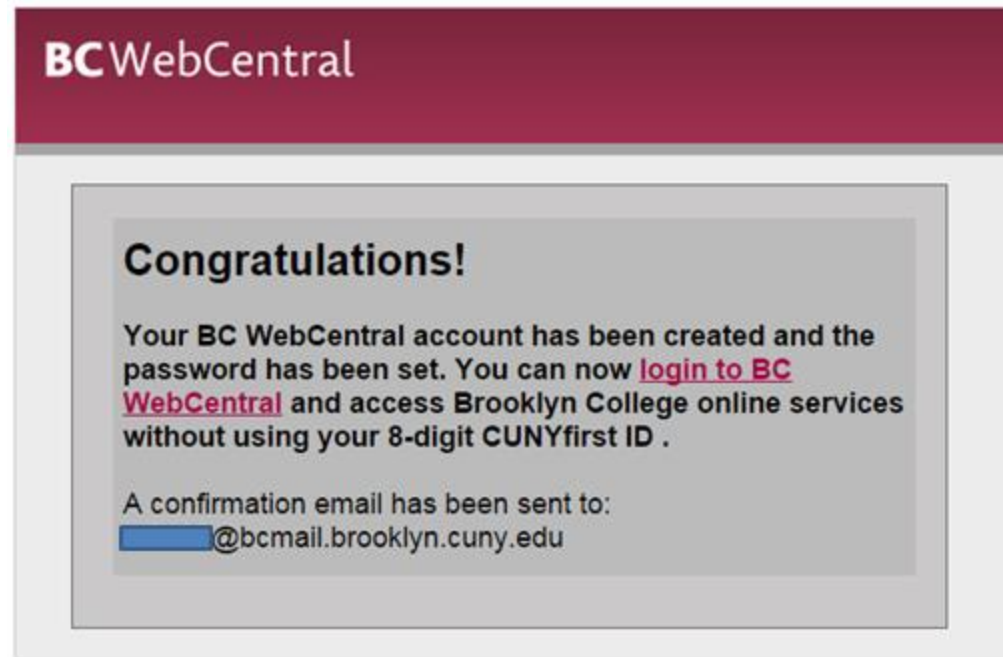
Choose Your Password:
(8-20 characters. Do not use date of birth)

Confirm Your Password:

[Create BC WebCentral Account>>](#)

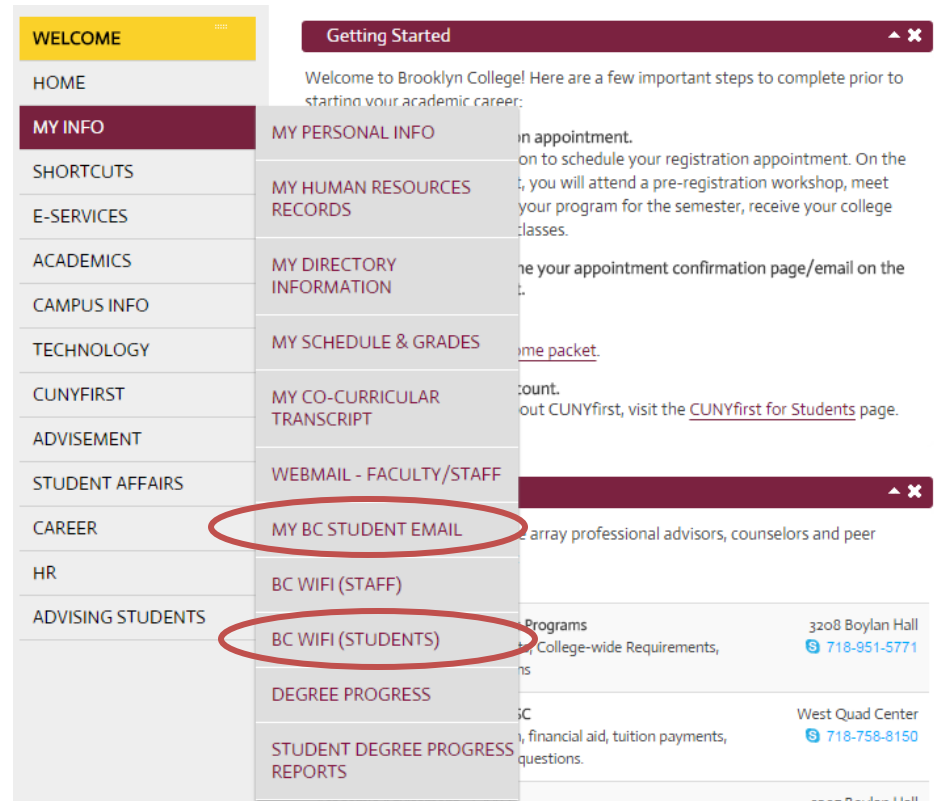
BC WebCentral

- Once your BC WebCentral account has been created, you will be able to access to the BC mail and on campus wifi.



BC WebCentral

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



BC WebCentral


- Use the provided login information to get access to your email or on campus wi-fi. If you are having trouble accessing Brooklyn College wi-fi please visit the West End Building or call 718-677-6180 from 9 am to 5 pm.

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.

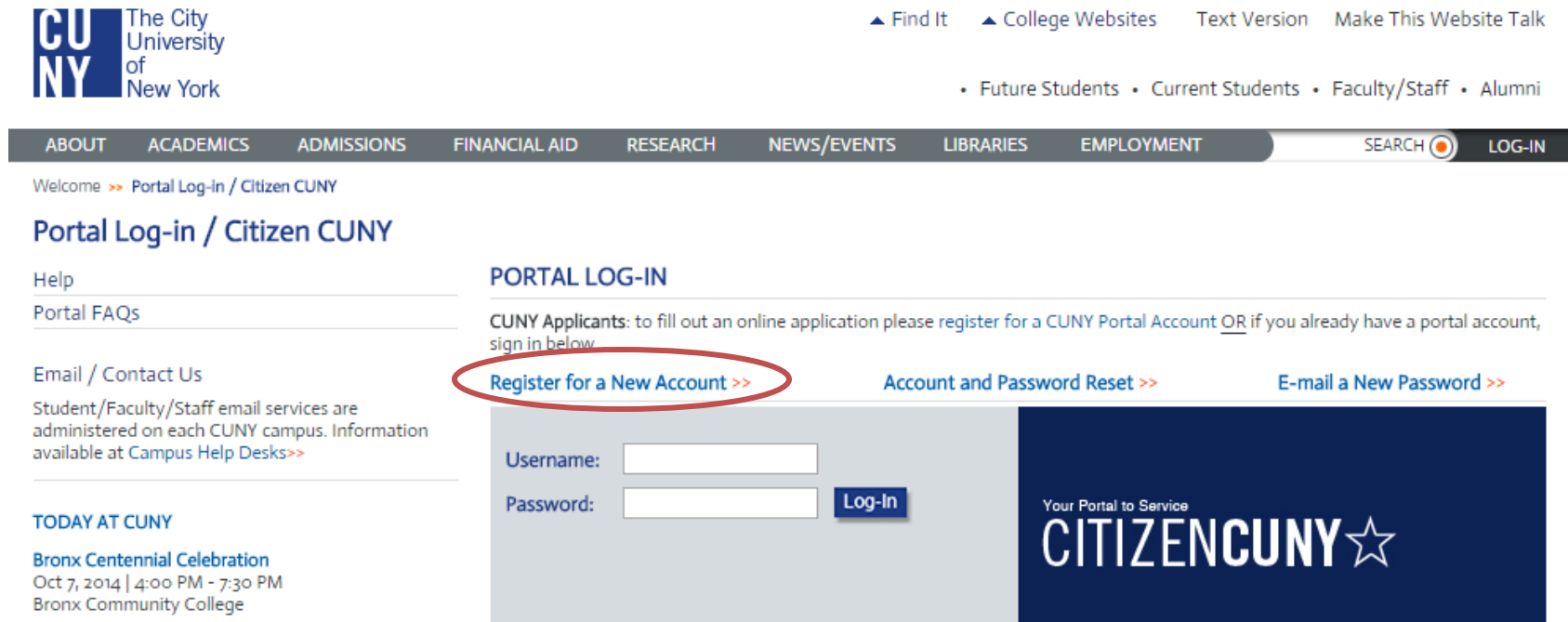
BC EMAIL ID (USER NAME)	
BC EMAIL ADDRESS	 @bcmail.brooklyn.cuny.edu
CUSTOMIZED EMAIL ADDRESS (ALIAS)	Create an Alias
ASSIGNED PASSWORD	***** Show

BC WiFi (Students) [← Return to dashboard](#)

NETWORK NAME (SSID)	BC-WiFi
YOUR BC WIFI USERNAME	
YOUR BC WIFI PASSWORD	***** Show

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.



The screenshot shows the CUNY Portal Log-in page. At the top left is the CUNY logo with the text "The City University of New York". To the right are links: "Find It", "College Websites", "Text Version", and "Make This Website Talk". Below these are links for "Future Students", "Current Students", "Faculty/Staff", and "Alumni". A navigation bar contains links for "ABOUT", "ACADEMICS", "ADMISSIONS", "FINANCIAL AID", "RESEARCH", "NEWS/EVENTS", "LIBRARIES", "EMPLOYMENT", "SEARCH", and "LOG-IN". The main heading is "Portal Log-in / Citizen CUNY". On the left sidebar, there are links for "Help", "Portal FAQs", and "Email / Contact Us". The main content area has the heading "PORTAL LOG-IN" and a message for CUNY Applicants. Below this, the link "Register for a New Account >>" is circled in red. Other links include "Account and Password Reset >>" and "E-mail a New Password >>". There are input fields for "Username:" and "Password:" with a "Log-In" button. On the right, there is a dark blue banner with the text "Your Portal to Service" and "CITIZENCUNY" with a star icon.

CUNY 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.

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 and password.
- If necessary, change the email to the one that you regularly use.

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"/>
-----------	----------------------

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"/> @bcmail.brooklyn.cuny.edu <input type="text"/> @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 will see Blackboard on your page.

The screenshot displays the CUNY Portal homepage. At the top, a navigation bar includes links for STUDENTS, ADMISSIONS/FINANCIAL AID, BLACKBOARD, LIBRARIES SERVICES, CUNY eMALL, and HELP. On the right, there are links for MY PROFILE, CUNY.EDU, and LOG-OUT. Below the navigation bar, a 'WELCOME' message is followed by a rectangular input field. The main content area is divided into three columns. The left column, titled 'APPLICATIONS / RESOURCES', lists several services: Academic Calendars, Blackboard (highlighted with a red oval), ePermit, eSched (Course Schedule), eSIMS (Online Registration), Student Advisement Degree Audit, Financial Aid Certification Tracking System, and Site Licenses. The middle column, titled 'UNIVERSITY NEWS', features articles such as 'Win a Scholarship From NYC College Line', 'CUNY Lecture Series — Prevention Crucial to Containing Ebola', and 'Sportswire — Scholar-Athlete of the Month'. The right column, titled 'FROM CHANCELLOR MILLIKEN', includes a message from Chancellor James B. Milliken and a 'CUNY CHANNEL' section with a video player showing 'VOICE YOUR CHOICE'.

STUDENTS ADMISSIONS/FINANCIAL AID BLACKBOARD LIBRARIES SERVICES CUNY eMALL HELP

MY PROFILE | CUNY.EDU | LOG-OUT

WELCOME

APPLICATIONS / RESOURCES

- Academic Calendars
- Bb Blackboard**
- ePermit
- eSched (Course Schedule)
- eSIMS (Online Registration)
- Student Advisement Degree Audit
- FACTS Financial Aid Certification Tracking System
- Site Licenses

UNIVERSITY NEWS

Win a Scholarship From NYC College Line

Take a #selfie anywhere in New York City and you could win a \$500 scholarship from NYC College Line, the city's Web-based portal designed to help you though college. Entry deadline is Wednesday, Oct. 15. >>

CUNY Lecture Series — Prevention Crucial to Containing Ebola

The key to containing the Ebola virus outbreak in West Africa is improving prevention measures, according to an expert who has worked extensively in the area. "It is high time to focus debate on preventing a huge death toll from the >>

Sportswire — Scholar-Athlete of the Month

Yuliya Orkis has been named Hospital for Special Surgery Scholar-Athlete of the Month for September. This is the third time the Brooklyn College Women's Tennis Team captain has earned the monthly honor. >>

FROM CHANCELLOR MILLIKEN

Chancellor James B. Milliken

In his first report to the University community for the new academic year, Chancellor James B. Milliken reflected on his summer visits to all 24 CUNY college campuses. "It was impossible to miss the obvious commitment of our faculty to >>

CUNY CHANNEL

PLAYLIST | 1 / 28 Voice Your Ch... < 1

VOICE YOUR CHOICE

CUNY Portal

- In Blackboard, you will see course(s) that you enrolled under My Courses.
- **Note:** you can only see the courses that your professor activated on Blackboard.

The screenshot displays the CUNY Blackboard portal interface. At the top, there is a blue header with the CUNY Blackboard logo and navigation links: Home, Help, and Blackboard Resources. Below the header, a secondary navigation bar includes Home and Notifications Dashboard. The main content area is divided into several sections:

- Tools:** A sidebar on the left containing links for Announcements, Calendar, Tasks, My Grades, Personal Information, Update Email, Expo, and Course Materials.
- CitizenCUNY:** A central section featuring a "CUNY Votes" announcement about a general election and a "Free NYTimes Digital Access" announcement about digital access to The New York Times.
- My Courses:** A section on the right, circled in red, displaying the message "You are not currently enrolled in any courses."
- My Organizations:** A section below My Courses, displaying the message "You are not currently participating in any organizations."
- My Announcements:** A section at the bottom right, displaying the message "No Institution Announcements have been posted in the last 7 days." with a link to "more announcements..."

At the bottom left, there is a "Course Search" section with a search input field and a "Go" button.



Office of International
Students Services



Please do not hesitate to contact us if you have any trouble with setting up the accounts.

To contact us:

Phone: 718-951-4477

Email: iss@brooklyn.cuny.edu

Office: West Quad 235

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