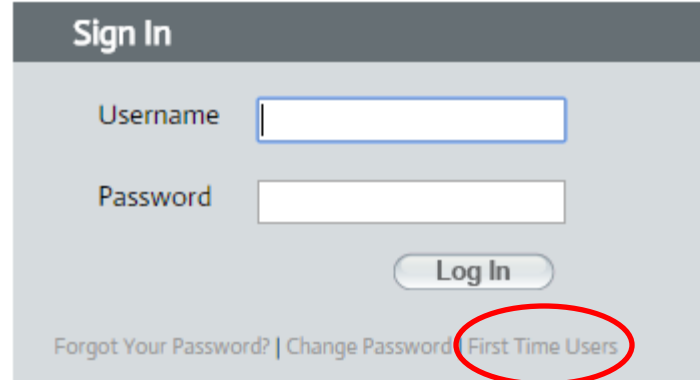# Student Accounts Setup Guideline

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.

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 ---

--- Please Select ---
What is your mother's maiden name?
What is your favorite color?
What is the name of your pet?
What is the city of your birth?
What is your favorite vacation destination?
What was the name of the first school you attended?
What is your father's middle name?
What is your mother's middle name?
What is your paternal grandfather's first name?
What is your maternal grandmother's first name?
Who was your first employer?
What is the name of your first school teacher?
What is your favorite movie?
Who is your favorite author?
Who is your favorite athlete?
Who was you first crush?
What is your favorite book?
What is your favorite food?
In what city was your mother born?
In what city was your father born?

Answer*:

Question 2*:

Answer*:

Question 3*:

Answer*:

Question 4*:

Answer*:

Question 5*:

Answer*:

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 Succesfully!

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*

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.

BCWebCentral

Congratulations!

Your BC WebCentral account has been created and the password has been set. You can now login to BC WebCentral and access Brooklyn College online services without using your 8-digit CUNYfirst ID .

A confirmation email has been sent to:
@bcmail.brooklyn.cuny.edu
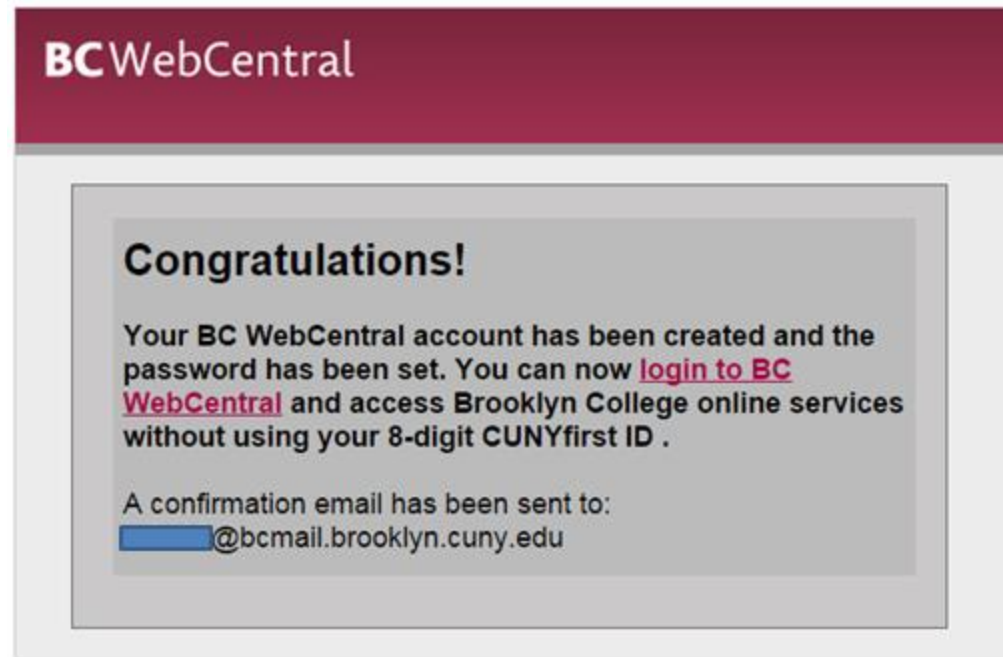
BC WebCentral

- In My Info -> My BC Student Email

    -> BC WIFI

- Select to receive your student email/wi-fi user ID and password.
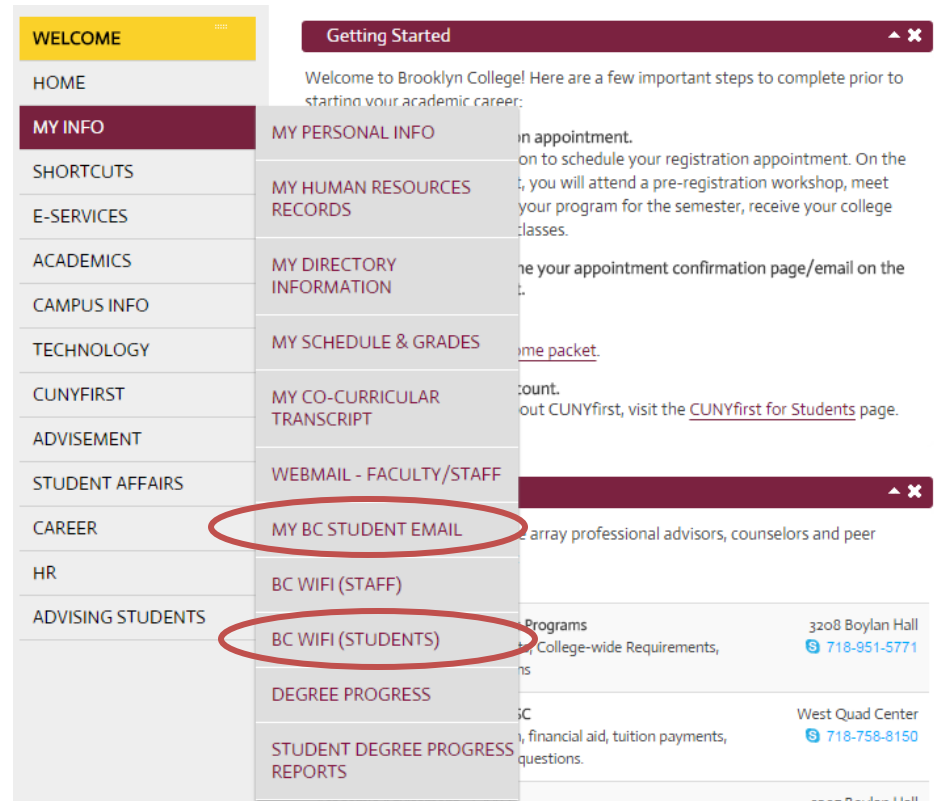
BC WebCentral

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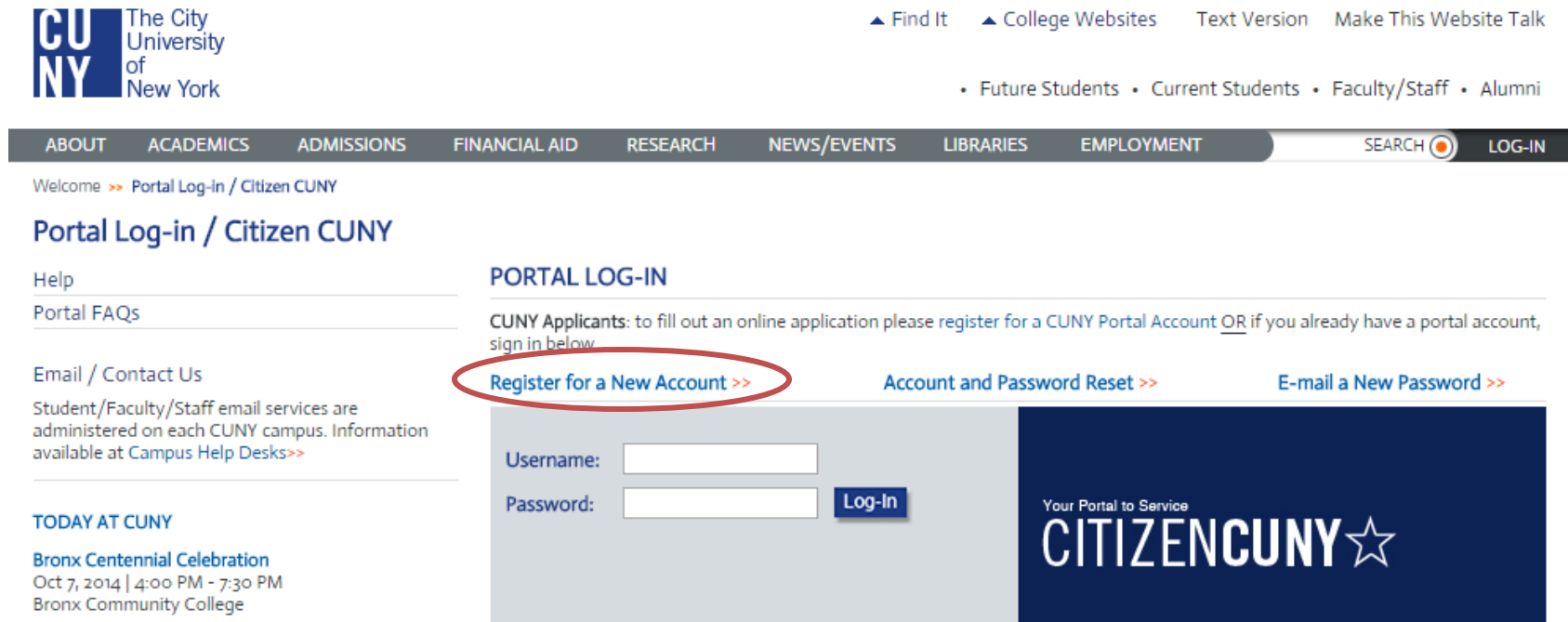
BC EMAIL ID (USER NAME)	██████
BC EMAIL ADDRESS	████ @bcmail.brooklyn.cuny.edu
CUSTOMIZED EMAIL ADDRESS (ALIAS)	Create an Alias
ASSIGNED PASSWORD	********* Show

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.

CUNY Portal

- Select **Current Student**

CUNY Portal

- Enter text into all four required fields.

CUNY Portal

- Verify your information and click Confirm.

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*	

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*	
Password Confirmation*	
Email*	@bcmail.brooklyn.cuny.edu @bcmail.br

Residential Address

Street	
City	
State	
Zip Code	
Country	US

CUNY Portal

- After you log-in, you will see Blackboard on your page.

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.

Brooklyn College
The City University of New York

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.