Claiming Your Account in CUNYfirst Identity Management System (IMS)
Identity Management System (IMS)

- Activate An Account
- Log on Into the CUNYfirst Portal
- Change a Password
- Reset a Forgotten Password
Getting Started

- Activating an Account
  - 1st time CUNYfirst Portal User
  - Fill out the online Account Activation form
  - Choose five challenge questions and answers
  - Select a password
  - Receive your Username and Employee ID
To begin account activation, go to:
https://home.cunyfirst.cuny.edu

CUNYfirst is the City University of New York's fully integrated resources and services tool, using the latest technology and staff.

Signing on to CUNYfirst - from anywhere, anytime - will allow students to manage their academic accounts in real time and more, give faculty additional tools to enhance their interaction with students, and connect powerful processes that connect with the finance, student administration and human resources departments, operating the nation's largest urban university.

Username: 
Password: 

Forgot your password?
Change Password
First time users

Click on “First time Users”
Account Activation Form

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)*: 

OK

*Denotes required field
Challenge Questions and Answers

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 resets.

Question 1*: --- Please Select ---
Answer*:

Question 2*: --- Please Select ---
Answer*:

Question 3*: --- Please Select ---
Answer*:

Question 4*: --- Please Select ---
Answer*:

Question 5*: --- Please Select ---
Answer*:

OK

*Denotes required field
Choose a Password

Key Fields - Required
- Password
- Confirm Password

Password requirements
- At least 8 characters long
- At least 1 uppercase letters AND
  At least one numeric OR one special character
- Expire 90 days after the last password change
- Change reminder email sent at 85 days
- Not one of 4 previous passwords
- Cannot be changed for 5 days after the last password change
Choose a Password

Choose a password below. For password policy details, please click here.

Password*: 

Confirm Password*: 

*Denotes required field

OK
Confirmation Page

- Key Fields - Confirmation Page
  - Username
  - EMPLID (Employee ID)

User Activation Completed Successfully!

Your username is: Matt.Fox81
Your EMPLID is: 00256481

- Print this page!
CUNYfirst Portal Login Page

- Log into the CUNYfirst Portal
  - Enter the Username and Password

- Forgot Your Password?
  - Enter the Username or Employee ID
  - Enter the answers to three challenge questions
  - Enter the new password twice

- Change Password
  - Navigate to the CUNYfirst Portal Login page
  - Enter the Username or Employee ID
  - Enter the old password
  - Enter the new password twice
Logging into the CUNYfirst Portal

CUNYfirst is the City University of New York’s fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Signing on to CUNYfirst - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more, give faculty additional tools to enhance their interaction with students, and give staff access to powerful processes that connect with the finance, student administration and human resources functions necessary to operating the nation’s largest urban university.

Username: 
Password: 

Forgot your password?  
Change Password
Forgot Your Password?

- Navigate to CUNYfirst Portal Login Page
- Click on the **Forgot Your Password?** link
- Enter the Username or Empl ID (Employee ID)

![Forgot Password Form]

Forgot Password
Please provide the required information in the following fields to change your password.

User ID: 

OR

Empl ID: 

OK
Forgot Your Password?

- Key Fields – Required
- Answer to Challenge Questions

Choose New Password
Choose a new password below. For password policy details please click here

Password*: 

Confirm Password*: 

OK

*Denotes required field
Confirmation Page

- Key Fields - Confirmation Page
  - Username
  - EMPLID (Employee ID)

Password reset succeeded

Your username is: Matt.Fox81
Your EMPLID is: 00256481
Change Password

- Navigate to the CUNYfirst Portal Login page
- Click on the Change Password link
Change Password

Password Reset

Please provide the required information in the following fields to reset your password. For password policy details, please click here.

User ID: 

OR

Emp ID: 

Old Password*: 

Password*: 

Confirm Password*: 

OK

*Denotes required field
Confirmation Page

- Key Fields - Confirmation Page
  - Username
  - EMPLID (Employee ID)

Password reset succeeded

Your username is: Matt.Fox81
Your EMPLID is: 00256481