

Self Service: Student

Change My CUNYfirst Password A user may change their password for the CUNYfirst Portal using the Identity Management System.

| Note: Parts of images may be obscured for security reasons. | | |
|---|---|--|
| Step | Action | |
| 1. | Enter the CUNYfirst URL <u>https://home.cunyfirst.cuny.edu</u> in your browser's address bar to access the CUNYfirst Portal Login page. | |
| 2. | Click the Change Bacoword link | |
| 3 | | |
| 0. | Password Change | |
| | Please provide the required information in the following fields to reset your password For password policy detail, please click here | |
| | User ID: | |
| | OR | |
| | CUNY ID: | |
| | Old Password*: | |
| | Password*: | |
| | Confirm Password*: | |
| | ОК | |
| | *Denotes required field | |
| | On the Password Change page, enter the correct value for either the User ID or CUNY ID fields. | |
| | Note: User ID is your CUNYfirst Username, e.g. John.Smith78. CUNY ID is your unique eight digit Identification number e.g. 12345678 | |
| 4. | Enter the correct value for the Old Password (current password) field. | |



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| 5. | Enter identical values for the Password and Confirm Password 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 Password must not be longer than 13 characters Note: CUNY Password Reset Policy Password must not be one of 4 previous passwords. Expires 180 days after the last password change. Password change reminder will be sent 175 days after the last password change. At 180 plus days, CUNYfirst will require the user to change their password. |
|----|---|
| 6. | Click the OK button. |
| 7. | Challenge Questions And Answers If you would like to change your challenge questions and anwers, please select again from each of the drop down menus below: |
| | Question 1*: What is the name of your pet? |
| | Answer*: Pat the Dog |
| | Question 2*: What is your maternal grandmother's first name? |
| | Answer*: Jasmine |
| | Question 3*: What is the city of your birth? |
| | Answer*: Rigby |
| | Question 4*: What is your favorite color? |
| | Answer*: Sky Blue |
| | Question 5*. What is your mother's maiden name? |
| | Answer*: Stravinski |
| | OK |
| | On the Challenge Questions and Answers page, you may also change any or all of the Questions 1-5 and Answer fields. |
| 8. | Click the OK button. |
| 9. | Your Password Has Been Changed Successfully! |
| | Your username is: FirstName.LastName## |
| | Your CUNY ID is: ######## |
| | Keturn to Log-in Page When the process is completed, then the following confirmation message appears |
| | when the process is completed, then the following commutation message appeals. |



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| 10. | To login to CUNYfirst, click the Return to Log-in Page link. |
|-----|--|
| | End of Procedure. |