

HOW TO CLAIM YOUR CUNYfirst ACCOUNT:

Go To: <https://home.CUNYfirst.cuny.edu>

Hint: • Make sure to add an “s” after http

Click: First time users

Enter: First Name
Last Name
DOB (mm/dd/yyyy)
SS# (last 4 digits)

Hint: • Make sure DOB is entered in the format “two-digit month (forward slash) two-digit day (forward slash) two-digit year.”

Enter: Both words appearing on the ReCAPTCHA with a space in between each word.

Click: OK


Next: Select your Challenge Questions and Answers – you need five of them. Choose each question from the dropdown, and then type in your answer.

Hints: • Make it memorable
• Don't repeat questions
• Answers are not case sensitive and must be at least two characters long

Next: Choose Password

Your password must be at least eight characters long, and contain at least one UPPERCASE character, or at least one numeral or a symbol.

After you've entered your password and confirmed it, click OK.

 Your CUNYfirst account is now activated.

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HOW TO LOGIN TO CUNYfirst:

After you have claimed your account you will receive a confirmation screen with your user name and EMPLID (Employee ID). It will be your first name, last name and the last two digits of your emplid.

(i.e. John Smith would be john.smith12)

Go to: <https://home.CUNYfirst.cuny.edu>

Enter: Username
Password

Your password is the password you entered when you claimed your account.

Click: Submit



CONGRATULATIONS!
You are now logged into **CUNYfirst**.

Click HR/Campus Solutions to view a list of services available to you.

Learn how to navigate Campus Solutions:
Visit www.bcc.cuny.edu/cunyfirst

NEED HELP?

Forgot Your Password?

Go to the CUNYfirst homepage and choose “Forgot your Password?” and follow the instructions.
(<https://home.CUNYfirst.cuny.edu>)

BCC HelpDesk:

Email: helpdesk@bcc.cuny.edu
Telephone: 718-289-5969

Questions?

Visit www.bcc.cuny.edu/CUNYfirst

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