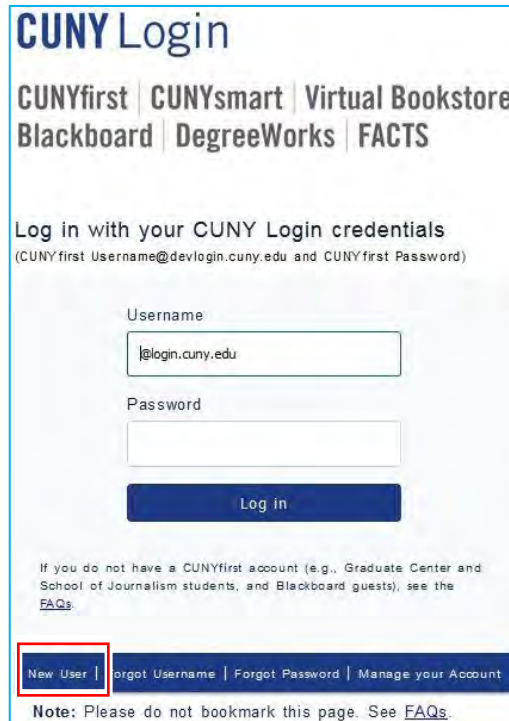The City
University of
New York

Account activation is the first step to accessing CUNY-wide applications and services.

For new students, faculty and staff, you can begin the process of activating your CUNY account by clicking New User on the CUNY Login page.
Note: You can also click Activate Your CUNY Login on the Account Self-Service page at managelogin.cuny.edu

1. Click the **New User** link

CUNY Login

CUNYfirst | CUNYsmart | Virtual Bookstore
Blackboard | DegreeWorks | FACTS

Log in with your CUNY Login credentials
(CUNYfirst Username@devlogin.cuny.edu and CUNYfirst Password)

Username

| @login.cuny.edu |

Password

| |

| Log in |

If you do not have a CUNYfirst account (e.g., Graduate Center and School of Journalism students, and Blackboard guests), see the FAQs.

| New User | Forgot Username | Forgot Password | Manage your Account |

Note: Please do not bookmark this page. See FAQs.

Activating your CUNY Login Account requires authenticating your legal first name and last name, date of birth and a partial Social Security or CUNY-assigned ID number.

1. Enter **First Name**
2. Enter **Last Name**
3. Enter **Date of Birth**
   Include dashes for Date of Birth, for example - 01-01-1998
4. Enter last 4 digits of **Social Security or CUNY-assigned ID Number**
5. Check the **reCAPTCHA**** box
6. Click **Continue**

   **Additional verification maybe required for the reCAPTCHA process

Enter Personal Information

Provide the information in the fields that follow to activate your CUNY Login account.
All fields are required.

First Name

| Studious |

Last Name

| Student |

Date of Birth (MM-DD-YYYY)

| 01-01-1998 |

☑ Display Date of Birth

Last 4 digits of Social Security or CUNY-assigned ID Number

| •••• |

☐ Display last 4 digits

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

| Continue |

For additional security, a validation link will be sent via email during the account activation process.

The Confirm Account Email Address page appears prepopulated with an email address to be used for CUNY Login account management purposes. You can continue the process with the displayed email address or enter a new address in the fields provided.
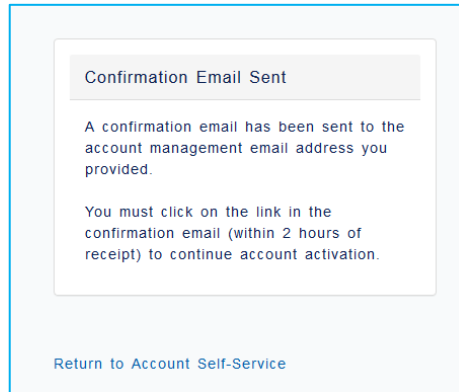
1. Review email address
2. Click **Continue** if this is a valid email address

-OR-

Confirm Account Email Address

The account management email address displayed is from your CUNY application. You must have an account management email address it does not have to be your assigned CUNY email address.

Either click Continue to confirm your current account management email address OR change it by completing both New Email Address fields and clicking Continue.
All fields are required.

Yes, I want the confirmation to go to this email address

Current Account Management Email Address
Studious.Student@yahoo.com

New Email Address

Confirm New Email Address

Logoff   Continue

Enter and confirm a new email address for receipt of the validation link.

3. Enter new email address
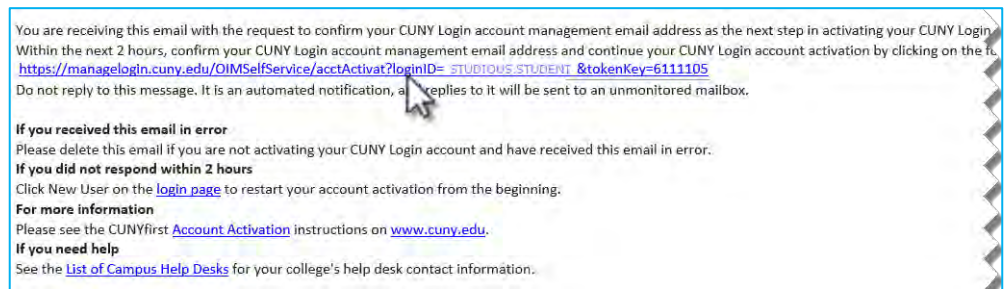4. Confirm new email address
5. Click **Continue**

Current Account Management Email Address
Studious.Student@yahoo.com

Please use this email address instead

New Email Address
Studious.Student@campus.cuny.edu

Confirm New Email Address
Studious.Student@campus.cuny.edu

Logoff   Continue

The Confirmation Email Sent page appears confirming that a validation link has been sent to the indicated email address.

Confirmation Email Sent

A confirmation email has been sent to the account management email address you provided.

You must click on the link in the confirmation email (within 2 hours of receipt) to continue account activation.

Return to Account Self-Service

To view the validation link, locate and open the email titled 'CUNY Login Account Activation...'and click the link inside the email.
Note: Be sure to check your Spam/Junk mail folders if you cannot find the email.

1. Navigate to your **Inbox**
2. Open email 'CUNY Login Account Activation...'
3. Click the link

You are receiving this email with the request to confirm your CUNY Login account management email address as the next step in activating your CUNY Login. Within the next 2 hours, confirm your CUNY Login account management email address and continue your CUNY Login account activation by clicking on the f...
https://managelogin.cuny.edu/OIMSelfService/acctActivat?loginID= STUDIOUS.STUDENT &tokenKey=6111105
Do not reply to this message. It is an automated notification, a replies to it will be sent to an unmonitored mailbox.

If you received this email in error
Please delete this email if you are not activating your CUNY Login account and have received this email in error.
If you did not respond within 2 hours
Click New User on the login page to restart your account activation from the beginning.
For more information
Please see the CUNYfirst Account Activation instructions on www.cuny.edu.
If you need help
See the List of Campus Help Desks for your college's help desk contact information.

Clicking the link inside of the verification email opens CUNY's Create Account Password page where you will create a password for your CUNY Login Account.
You can click the View CUNY Login Password Policy link to display the full list of password creation parameters.

1. Enter **Password**
2. Confirm **Password**
3. Click **Continue**

Create Account Password

Enter and confirm a CUNY Login password in the fields that follow.

View CUNY Login Password Policy

All fields are required.

Must Contain
At least 8 characters
1 number or symbol
1 uppercase letter
1 lowercase letter

Enter Password

••••••••••••

Confirm Password

••••••••••••
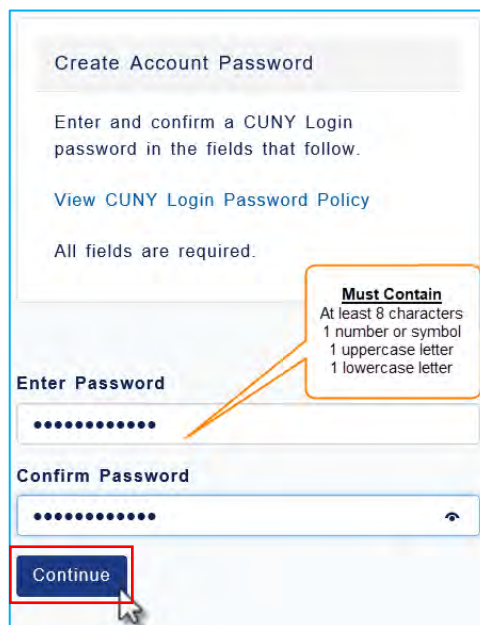
Continue

The Enter Account Mobile Phone Number page allows for future account authentication via a text message.
Note: US-based telephone numbers do not require a Country Code.

1. Enter **Phone Number**
2. Confirm **Phone Number**
3. Click **Continue**

Enter Account Mobile Phone Number

Enter a mobile phone number in the fields that follow to allow for future account authentication via text messages to your phone.

Please note:
- Both Country Code fields are required for non US phone service subscribers
- Both Phone Number fields are required and up to 15 digits may be typed
- Use only numeric characters without spaces, periods, dashes or other characters
All fields are required.

Country Code (for non-US numbers)

Phone Number

3475551212

Do not include dashes

Confirm Country Code (for non-US numbers)

Confirm Phone Number

3475551212 ✕

Continue

Select and answer five security challenge questions for the final step in the CUNY Login account activation process. Be sure to choose questions in which the answers are meaningful, easy to remember and concise.

Note: The responses you enter are *not* cASE Sensitive.

1. Select desired question
2. Enter the answer
3. Repeat until all five **Question** and **Answer** fields have been completed
4. Click **Continue**

Choose Security Questions and Answers

Select and answer 5 security questions in the fields that follow.

Please note:
- Five questions and answers are required
- Answers are not case sensitive

All fields are required.

Question 1

In what city was your mother born?

Answer

Gotham

Question 2

What is your favorite food?

Answer

Ice Cream

Question 3

What is your paternal grandfather's first name?

Answer

Constantine

Question 4

Who was you first crush?

Answer

Steve

Question 5

What is your favorite vacation destination?

Answer

Paradise

Continue

The Account Activation Successful message appears stating that a confirmation has been sent via email. The message also provides your new CUNY Login username and EMPLID. Please document these items and store in a safe and accessible location.

1. Record **CUNY Login username**
2. Record **EMPLID**

Account Activation Successful

A confirmation email has been sent to your account management email address. **Your CUNY Login username is:** Studious.Student11@login.cuny.edu

Your EMPLID is: 44332211

Please write this information down and store in a secure place.

For the list of CUNY-wide applications and services, see the Technology Services page on CUNY.edu Return to Account Self-Service

Review the confirmation email, sent to the account management email address indicated at the start of the account activation process, stating that the CUNY Login Account has been successfully activated.

You are receiving this email as confirmation that your CUNY Login user account STUDIOUS.STUDENT11@login.cuny.edu was successfully activated. STUDIOUS.STUDENT11@login.cuny.edu will be your login username for many CUNY-wide applications and services.
To access CUNY Applications and Services
Visit the CIS Technology Services page on www.cuny.edu to access or find more information about CUNY applications and services. Some CUNY app
If the CUNY Login account and username in this email are wrong
If the CUNY Login account and username in this email do not match the one displayed during your CUNY Login account activation process, please a
If you received this email in error
Please delete this email if you are not activating your CUNY Login account and have received this email in error.
For more information on managing your CUNY Login account
See the Account Activation instructions on www.cuny.edu.
If you need help
See the List of Campus Help Desks for your college's help desk contact information.
Do not reply to this message. It is an automated notification, and replies to it will be sent to an unmonitored mailbox.

End of Procedure