



### LOGGING ON

After you have claimed your account, you will receive a confirmation screen with your user name and EMPLID (Employee ID, your ID number in CUNYfirst; the EMPLID is used for faculty, staff, and students).

**Your user name typically will be your first name and last name with a dot between the two, plus the last two digits of your EMPLID (i.e., John Smith would be john.smith12).**

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

**Go to:** <https://home.cunyfirst.cuny.edu>

**Enter:** Username  
Password

**Click:** Submit

### CONGRATULATIONS!

You are now logged into CUNYfirst.

### NEED HELP?

#### Forgot Your Password?

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

#### Questions?

Visit: [www.lehman.edu/cunyfirst](http://www.lehman.edu/cunyfirst)

#### Lehman Help Desk:

[help.desk@lehman.cuny.edu](mailto:help.desk@lehman.cuny.edu)  
718-960-1111

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### CLAIM YOUR ACCOUNT

**Go to:** <https://home.cunyfirst.cuny.edu>

**Click:** First Time Users

**Enter:** First Name  
Last Name  
Date of Birth. You must type forward slashes (e.g., 01/01/1997).  
Social Security # (last 4 digits)  
Type the word(s) you see in the box (CAPTCHA). CAPTCHA figures may be difficult to read. If so, click on the red reload button to the right.

**Click:** OK

**Next:** Select your Challenge Questions and Answers (for security) – you need five of them. Choose each question from the drop- down, and then type in your answer.

**Hints:**

- Make it memorable and not changeable
- 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 must contain:  
**at least one Uppercase character, and at least one numeral (1, 2, 3, etc.) or symbol (&, %, ?, etc.).**  
After you've entered your password and confirmed it, click: OK

**Congratulations!**  
**Your CUNYfirst account is now activated.**  
**Remember your password.**

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**Remember your password.**

You can also scan ME to claim your account



You can also scan ME to claim your account



You can also scan ME to claim your account



You can also scan ME to claim your account

