

WHAT IS THE CUNY PORTAL ?


The CUNY Portal is a gateway to CUNY applications, services, and CUNY resources. One of the many benefits of the CUNY Portal is single sign-on access; you will only need to remember one username and password to access applications such as Blackboard and eSIMS. The CUNY Portal can be accessed from the CUNY homepage with a CUNY Portal account.

This quick reference guide will outline the steps to create and access a CUNY Portal account as well as how to access Blackboard from within the CUNY Portal.

CREATING A CUNY PORTAL ACCOUNT

IMPORTANT

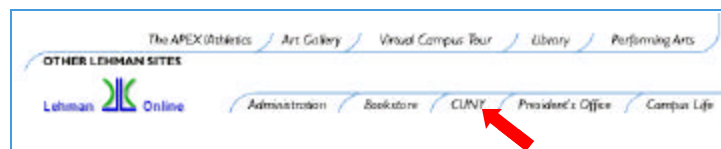
The portal is best viewed using Internet Explorer 5.x or higher, with Java and cookies enabled and a resolution of 800x600 or greater. Since AOL does not work consistently with the Portal, AOL users should minimize AOL and log into the Portal using Internet Explorer.

STEP 1: Launch and point your browser to www.cuny.edu. Click the Log-in link () located on the lower left side of the screen.



OR

Visit the Lehman College home page at www.lehman.edu and click the CUNY link located at the bottom of the page.



From the CUNY home page, click the  link located on the lower left side of the screen.

STEP 2: Click the [Register Now!](#) link located on the right side of the **Portal Login** screen.

Portal Login

Username:

Password:

[Forgot Your Password?](#)

Register

If you don't have an account, create one so that you can begin using all of the customization features of this site.

[Register Now!](#)

STEP 3: From the **New User Registration** screen, click the [Student](#) link **or** a link that best describes your affiliation with Lehman College.

New User Registration

Please select the option that best describes your current affiliation with the University:

- [Student](#) I am currently enrolled as a student at a CUNY college.
- [Faculty](#) I am currently a faculty member at a CUNY college.
- [Staff](#) I am currently employed by one of the colleges or the university.
- [Alumni or Visitor](#) I am a graduate of one or more CUNY colleges or I have no current affiliation with the university

STEP 4: Enter your Last Name, Social Security Number, and Date of Birth in the **User Validation** screen and click the Next button.

User Validation

Last Name:

Social Security Number:

Date of Birth:

Enter your Social Security Number without any dashes or spaces.

Enter your Last Name.

Enter your Date of Birth.

STEP 5: From the **User Validation** screen click the Confirm button.

User Validation

Please verify your information:

Last Name: Smith
 Social Security Number: 999999999
 Date of Birth: 01/01/2004

Confirm Cancel

STEP 6: Enter a new username or accept the suggested username. *It is very important to record your username since lost or forgotten usernames cannot be easily obtained.* Next, enter and confirm your password; *passwords are case sensitive.* Finally enter your e-mail address. Be sure to enter an active e-mail account since lost or forgotten passwords will be sent to the e-mail account you specify

Save Cancel

Choose a Username
 Please enter a new username or use the suggestion below. We recommend that the username is at least 5 characters and does not include any special characters or spaces. Take note of your username prior to clicking "Save".

* Username: lsmith

Choose a Password and e-Mail Address
 Please choose a password that is at least 6 characters long. Be sure to enter your correct e-Mail address in the box below.

* Password: []
 * Password Confirmation: []

* Email: Not Specified | LISA.SMITH@lehman.cuny.edu

Home Street: 9999 Boynton Avenue
 Home City: Bronx
 Home State: New York
 Home Zip Code: 104723614
 Home Country: United States

Save Cancel

Enter a new username or accept the suggested username. Usernames can be a minimum of 5 characters long and should not include any special characters or spaces.

Enter and confirm your password. Passwords are case sensitive and should be a minimum of 6 characters long.

The e-mail address displayed is your official Lehman College Oracle E-mail address. In the event you forget your CUNY Portal password it is e-mailed to this address.

Caution!
 The CUNY Portal only utilizes the Lehman Oracle E-mail address. If you enter an alternate e-mail address, it will be overwritten with the Lehman Oracle E-mail address when the system updates.

STEP 7: Click the Save (Save) button.

Upon successfully creating your portal account the Portal Login screen will appear confirming the completion of your registration process (see the figure below.) At this point you may enter your username and password to log into the portal.

Portal Login

You have successfully completed the registration process. Now you can log into the portal.

Username:

Password:



[Forgot Your Password?](#)

Register

If you don't have an account, create one so that you can begin using all of the customization features of this site.

[Register Now!](#)

LOGGING INTO YOUR PORTAL ACCOUNT

- STEP 1:** If necessary, launch and point your browser to www.cuny.edu. Click the Log-in link () located on the lower left side of the screen.
- STEP 2:** From the Portal Login screen, enter your username and password and Click the login () button.

Portal Login

Username:

Password:

[Forgot Your Password?](#)

Register

If you don't have an account, create one so that you can begin using all of the customization features of this site.

[Register Now!](#)

Upon clicking the Log in button you will be taken to the **My Page** where you can access applications such as Blackboard, eSIMS, ePermit and a host of other CUNY resources. Please note the contents displayed on the **My Page** will depend upon you college affiliation.



Students...

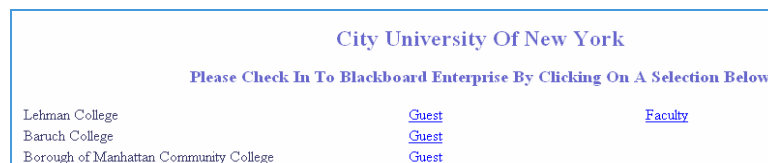


Faculty and Staff Members...



ACCESSING BLACKBOARD WITHIN THE PORTAL

- STEP 1:** If necessary, launch and point your browser to www.cuny.edu. Click the Log-in link () located on the lower left side of the screen.
- STEP 2:** From the Portal Login screen, enter your username and password and Click the login () button.
- STEP 3:** At **My Page**, click the **Blackboard** link in the **SSO Applications** module.
- STEP 4:** From the **Blackboard Check In** screen, click the link that best describes your affiliation with the college (i.e. student, faculty, or staff)



FREQUENTLY ASKED QUESTIONS

1. **When I attempted to create a Portal account the following error message appeared on screen:**

“One or more fields below did not exactly match the data we have in our records. Please try again.”

If you cannot create a Portal account after entering the required information (last name, social security number, and date of birth) please contact the appropriate office listed below to have your information verified with the records currently on file.

Special Note to Students

Since the above error message will also appear if you attempt to create a portal account within 24 to 48 hours of registration, please allow sufficient time before contacting the Office of the Registrar to verify your student information on record.

Students:

Office of the Registrar
Records Office
Shuster Hall, Room 106
(718) 960-8809

Information will only be verified in person with a photo id.

Faculty/Staff:

Human Resources
Shuster Hall, Room 230
(718) 960-8181
Contacts: Laura McKay
Myrna Castagnetto

**Research
Foundation Staff:**

Office of Grants and Contracts
Shuster Hall, Room 303
(718) 960-7706
Contact: Homer Painter

2. **I forgot my password. How can I reset it?**

Click on "Log-in" link on the bottom of the left menu column of any CUNY portal page. Click on the "Forgot Your Password?" link. Enter your Username where indicated. If it matches an existing account, a new password will be sent to your registered e-mail address.

3. I forgot my username. How can I find out what it is?

To obtain a forgotten username, please contact the **User Services Help Desk** at **(718) 960-1111** or visit the User Services Help Desk in Carman Hall, Room 108.

4. What browser works best with the CUNY portal?

The portal is best viewed using Internet Explorer 5.x or higher, with Java and cookies enabled and a resolution of 800x600 or greater.

5. Can I use AOL's browser with the CUNY Portal?

No. The AOL browser does not consistently work with the Portal. It is highly recommended that you minimize AOL and log into the Portal using Internet Explorer 5.x or higher.