



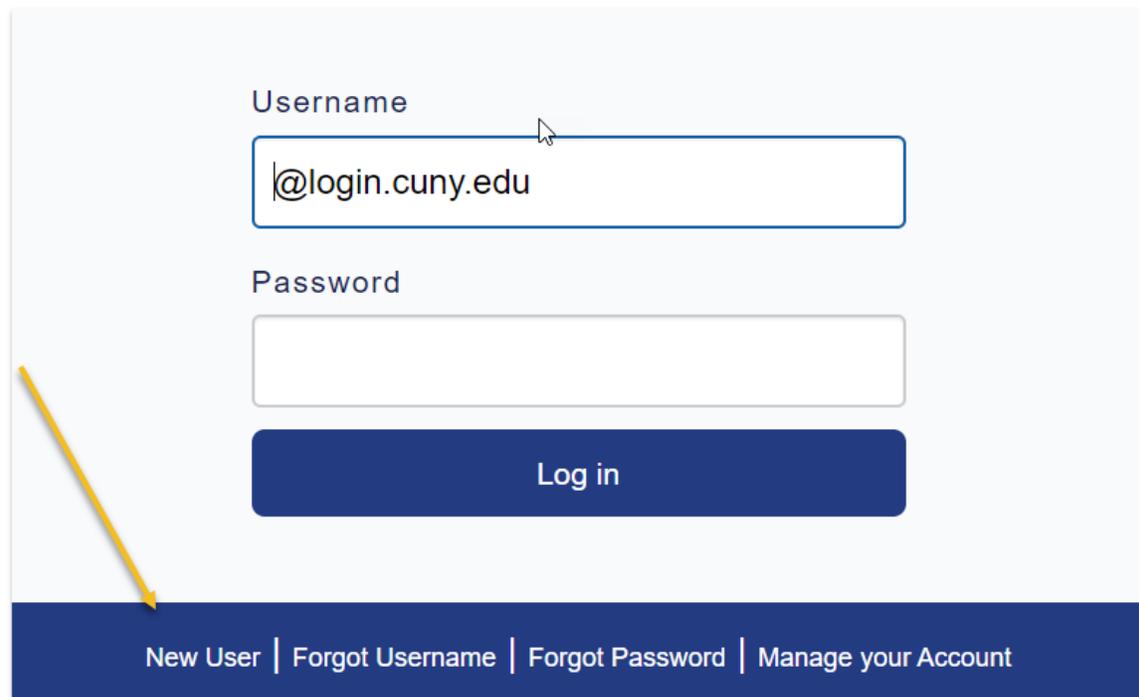
Claiming Accounts for Departmental/Functional Accounts

Step 1: Go to <https://home.cunyfirst.cuny.edu>. You will be redirected to CUNY Single-Sign-On page. Click on New User

CUNY Login

Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).

A screenshot of the CUNY Login page. It features a light blue background. At the top, the text "Username" is followed by a text input field containing "@login.cuny.edu". Below this, the text "Password" is followed by an empty text input field. A dark blue button labeled "Log in" is positioned below the password field. At the bottom of the page, a dark blue footer bar contains the text "New User | Forgot Username | Forgot Password | Manage your Account". A yellow arrow points from the left side of the page towards the "New User" link in the footer.

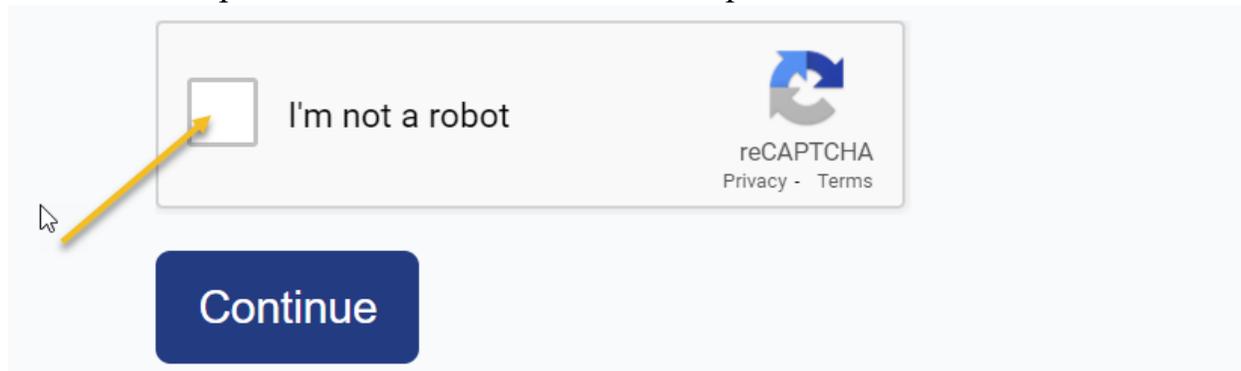
Step 2: Fill out the information below. For example, if your departmental/functional account is Help.Desk@lehman.cuny.edu:

1. Under the ***First Name***, enter the value to the left of the dot, which for this example is “Help”
2. Under the ***Last Name*** is to the right of the dot, which for this example is “Desk”
3. Under ***Date of Birth***, enter the *birthdate* of the ***sponsor*** of this email address. For instance, if John Doe is the sponsor of help.desk@lehman.cuny.edu email, enter John Doe’s birthdate.
4. Under the ***Last 4 digits of the Social Security or CUNY-assigned ID Number***, enter the last four digits of the **assigned** emplid. The **assigned** emplid is a value that starts with “LEH.” Please note that the sponsor will receive an email with this information. For instance, the emplid for this account is LEH00720061. Therefore, you will put “0061” under ***Last 4 digits of the Social Security or CUNY-assigned ID Number***. If you do not have access to this number, please contact the Help Desk.

The image shows a web form with the following fields and options:

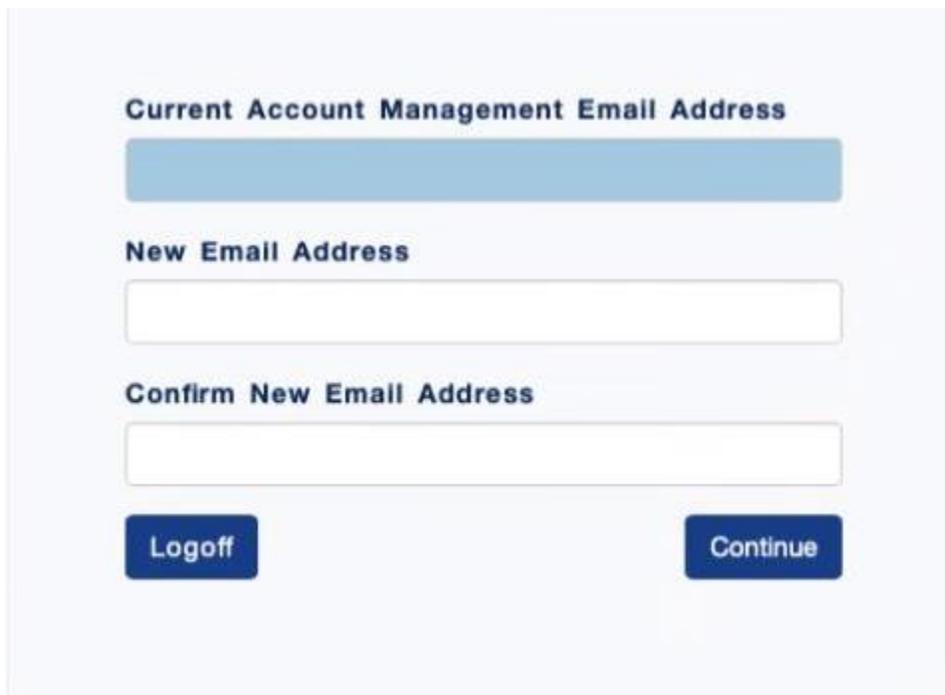
- First Name**: A text input field containing the text "Help".
- Last Name**: A text input field containing the text "Desk".
- Date of Birth (MM-DD-YYYY)**: A text input field containing seven dots ".....".
- Display Date of Birth**
- Last 4 digits of Social Security or CUNY-assigned ID Number**: A text input field containing four dots "....".
- Display last 4 digits**

Step 3: Complete the reCAPTCHA Instructions by clicking the “I am not a robot” checkbox and press “Continue” and answer the questions.



The image shows a reCAPTCHA interface. On the left, a mouse cursor points to a yellow arrow that is pointing to a small square checkbox. To the right of the checkbox is the text "I'm not a robot". Further to the right is the reCAPTCHA logo, which consists of a blue circular arrow icon, the text "reCAPTCHA", and links for "Privacy - Terms". Below this entire section is a large blue button with the word "Continue" written in white text.

Step 4: Provide below a new email address and confirm. A confirmation email with a link to set up the password will be sent to this email. We recommend that the email of the sponsor be entered here.



The image shows a form for email address confirmation. It has three input fields. The first field is labeled "Current Account Management Email Address" and is filled with a light blue color. The second field is labeled "New Email Address" and is empty. The third field is labeled "Confirm New Email Address" and is empty. At the bottom of the form, there are two blue buttons: "Logoff" on the left and "Continue" on the right.

Step 5: Go to the email account you listed on step 4. You should have received an email with the subject “CUNY Login Account Activation: Respond within the next 2 hours.” Once you click on the link within the email, you will be asked to reset the password.

The image shows a web form for password confirmation. It has a light blue background. At the top, the text "Enter Password" is displayed in a dark blue font. Below it is a white rectangular input field containing seven black dots. Underneath that, the text "Confirm Password" is displayed in a dark blue font. Below it is another white rectangular input field, also containing seven black dots and a vertical cursor line at the end. At the bottom of the form is a dark blue rectangular button with the word "Continue" written in white text.

Step 6: Make note of the login name and **assigned** emplid which starts with LEH.

For instance, the CUNY login for this departmental/functional account is help.desk61@login.cuny.edu and its emplid is LEH00720061.

NOTE: Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.