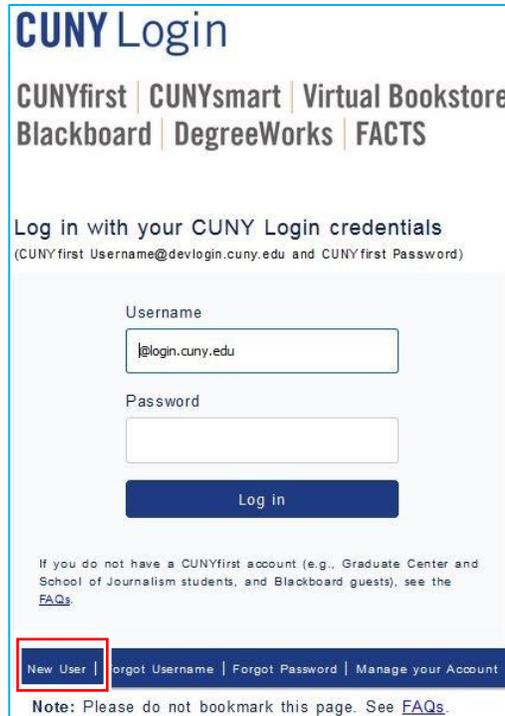


Account activation is the first step to accessing CUNY-wide applications and services.

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



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**



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

Studios.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

Studios.Student@yahoo.com

New Email Address

Studios.Student@campus.cuny.edu

Confirm New Email Address

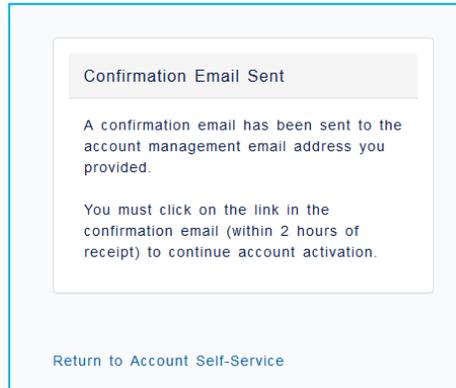
Studios.Student@campus.cuny.edu

Logoff

Continue

Please use this email address instead

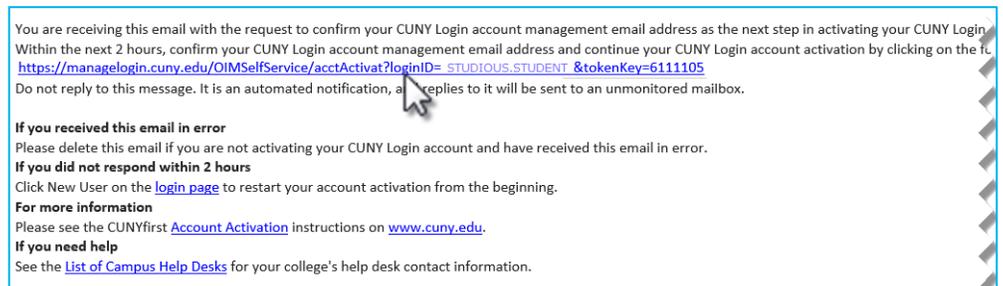
The Confirmation Email Sent page appears confirming that a validation link has been sent to the indicated email address.



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.

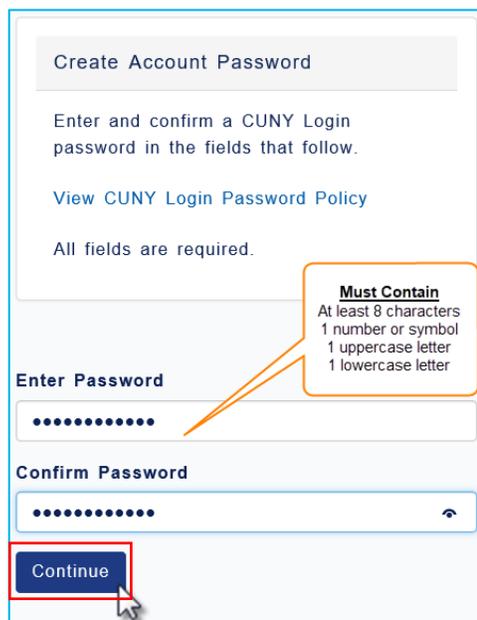
1. Navigate to your **Inbox**
2. Open email 'CUNY Login Account Activation...'
3. Click the link



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**



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

Do not include dashes

Confirm Country Code (for non-US numbers)

Confirm Phone Number

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:
Studios.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 applications may require additional setup.

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 contact your college's help desk.

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