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-**

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**
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**
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
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**

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.

End of Procedure