# Change your CUNYfirst Password

A user may change their password for the CUNYfirst Portal using the Identity Management System.

**Note:** Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the CUNYfirst URL <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar to access the CUNYfirst Portal Login page.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Change Password</strong> link.</td>
</tr>
</tbody>
</table>
| 3.   | On the **Password Change** page, enter the correct value for either the **User ID** or **CUNY ID** fields.  
**Note:**  
- User ID is your CUNYfirst Username e.g. John.Smith27.  
- CUNY ID is your unique eight digit Identification number e.g. 23008527.  
**Password Change**  
Please provide the required information in the following fields to reset your password  
For password policy detail, please [click here](#).  

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CUNY ID</td>
<td></td>
</tr>
<tr>
<td>Old Password*</td>
<td></td>
</tr>
<tr>
<td>Password*</td>
<td></td>
</tr>
<tr>
<td>Confirm Password*</td>
<td></td>
</tr>
</tbody>
</table>

*Denotes required field |
| 4.   | Enter the correct value for the **Old Password** (current password) field. |
| 5.   | Enter identical values for the **Password** and **Confirm Password** fields.  
**Note:**  
- CUNY Password Policy when choosing a password:  
  - 8 or more characters  
  - 1 or more uppercase letters  
  - 1 or more numeric or special characters  
**Note:**  
- No change for 5 days after last password change  
- Not one of 4 previous passwords  
- Reminder sent 85 days after last password change  
- Expires 90 days after the last password change
6. Click the **OK** button.

   **Note:** Once submitted, the process may take a couple minutes.

7. On the Challenge Questions and Answers page, you may also change any or all of the Questions 1-5 and Answer(s) fields.

   ![Challenge Questions And Answers](Image)

   If you would like to change your challenge questions and answers, please select again from each of the drop down menus below:

   - **Question 1**: What is the name of your pet?
   - **Answer**: Pat the Dog
   - **Question 2**: What is your maternal grandmother's first name?
   - **Answer**: Jasmine
   - **Question 3**: What is the city of your birth?
   - **Answer**: Rigby
   - **Question 4**: What is your favorite color?
   - **Answer**: Sky Blue
   - **Question 5**: What is your mother's maiden name?
   - **Answer**: Stravinski

   Click the **OK** button.

   **Note:** Once submitted, the process may take a couple minutes.

8. Click the **OK** button.

   **Note:** Once submitted, the process may take a couple minutes.

9. When the process is completed, then the following confirmation message appears.

   ![Your Password Has Been Changed Successfully](Image)

   Your username is: **FirstName.LastName##**
   
   Your CUNY ID is: **########**

   Click the **Return to Log-in Page** link.

10. To login to CUNYfirst, click the **Return to Log-in Page** link.

    End of Procedure.