



STUDENT IT HELP DESK

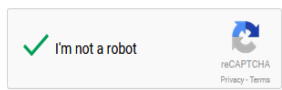
Library Building (L-114) 

718-260-4900 

StudentHelpDesk@citytech.cuny.edu 

Activate Your CUNY Login Account

1. Open browser, enter <https://managelogin.cuny.edu>
2. Under **New Account**, click **Active Your CUNY Login**.
3. Enter: First Name
Last Name
Date of Birth (MM-DD-YYYY)
Social Security or CUNY Assigned ID Number (last 4 digits)



**Note: Verify images, if prompted.*

4. Click **Continue**

Step 1: Confirm Account Email Address

- Review email address and click **Continue**.
- or
- Enter new email address, confirm, and click **Continue**.

Step 2: Navigate to your Inbox (*check your Spam/Junk Folder*) and open email “**CUNY Login Account Activation**” and click the link.

Step 3: Create Account Password

Enter a CUNY Login password that **MUST** contain:

- At least thirteen (13) characters minimum, (20) characters maximum
- 1 UPPERCASE letter
- 1 lowercase letter
- 1 number and 1 symbol

Confirm your password, click **Continue**.

Step 4: Enter Account Mobile Phone Number

- Enter and confirm **Phone Number** (no dashes) and click **Continue**.
(Enter number ONLY on lines 2 and 4).
(*allow for future account authentication via text messages*)

Step 5: Choose Security Questions and Answers

Select and answer five challenge questions of your choosing.

Then click **Continue**.

After activating your account, a confirmation screen will appear with your CUNY Username and CUNY EMPL ID. The username format is your first name and last name, and the last two digits of your EMPL ID.

Example: John.Smith68

Your password is the password you entered when you activated your account.

Your CUNY Login account is now activated.

Go to <https://home.cunyfirst.cuny.edu> to log into your **CUNY Login Account**.

CUNY Login Account—Multifactor Authentication (MFA)

Multifactor Authentication (MFA) improves the security of CUNYfirst accounts and other CUNY applications by requiring an extra verification step beyond a password. CUNY applications include, but are not limited to:

- Brightspace
- Zoom
- CUNYfirst
- CUNY Apporto
- City Tech Virtual Lab—Apporto
- Dropbox, and other systems through single sign-on

After activating your CUNY Login account, you will need to set up the CUNY Login MFA to have full access to your account.

For instructions on how to set up the CUNY Login MFA, please reach out to your CUNY college's Student IT Help Desk.