

Student Accounts Set-up Guidelines

What accounts do you need?

- CUNYfirstBlackboardDegree Audit
- WebCentralStudent EmailOn campus Wi-Fi

- Enter the CUNYfirst URL https://managelogin.cuny.edu/ OIMSelfService/ in your browser's address bar to access the CUNYfirst Portal Login page.
- Click on the 'Activate Your CUNY Login' link.



CUNY Login

Log in with your CUNY Login credentials If you do not have a CUNYfirst account, see the FAQs

Username				
Password				
Log in				
New User Forgot Username Forgot Password Manage your Account				

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the Acceptable Use of Computer Resources Policy.

- On the Account Activation page, enter required text in fields.
- Note: Use correct capitalization for the First Name and Last Name
 Date of birth is entered in mm-dd-yyyy format 11-30-1978.
- Students that do not have social security number, please email us for information grads@brooklyn.cuny.edu





	Enter Personal Information
	Provide the information in the fields that follow to activate your CUNY Login account. All fields are required.
Fire	st Name
Las	t Name
Dat	e of Birth (MM-DD-YYYY)
	M-DD-YYYY
M	· · · · · · · · · · · · · · · · · · ·
M □ C	M-DD-YYYY
Las	M-DD-YYYY Display Date of Birth at 4 digits of Social Security or CUNY-

Display last 4 digits	
I'm not a robot	raCAPTCHA Privacy - Terma
Continue	
	robot" and click need to complete a or audio recognition at you are not an or bot trying to
Notice: For your security on the CUNY Login acorelated pages is transmi standard encryption prot activation, password resthat you enter must mat file within CUNY Login. share personal informat you are experiencing difficullege help desk for as	ount activation and tted using industry ocols. For account et, etc., information of records already on Do not otherwise on with anyone. If ficulties, contact your

- On the Challenge Questions and Answers page, select or create five questions and enter answers for security in the event you forget your password.
- Note: Users may reset their own password by answering Challenge Questions and Answers. For each of the five required questions that you selected, enter your personal answer.
- Click the OK button.

Challenge Questions And Answers

Please select a question from each of the drop down menus below, and provide the answers of your choice to be used in the future for password changes



On the Choose a Password page, enter and confirm your password.

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: CUNY Password Reset Policy

No change for 5 days after last password change Not one of 4 previous passwords

- An email notification will be sent 7 days prior to password expiration.
- A screen will display for the user to change their password.
- At 90 days, CUNYfirst requires users to change their password.

Choose a Password

Choose a password below. For password policy details, please click here

Password*:

Confirm Password*:

OK

*Denotes required field

Once submitted, the update process may take a couple minutes. Please wait...

- Click the **OK** button to submit the password.
- On the User Activation Completed Successfully page, your Emplid is displayed as in the example below.
- Note: The eight digit Employee ID (Emplid) is used to identify you in CUNYfirst. This ID will be requested and not the nine digit National ID (SSN).

User Activation Completed Succesfully!

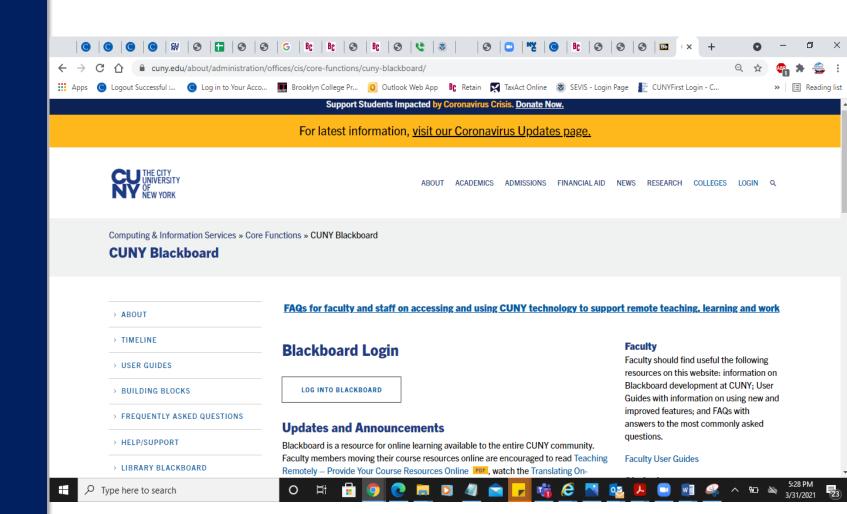
Your username is: Matt.Fox

Your EMPLID is: 00256481

Print the page or write your **Emplid** down and put this in a safe place.

Blackboard

Click Log into Blackboard



Blackboard

Enter your CUNYfirst Log in credentials



CUNY Login

Log in with your **CUNY Login credentials**

If you do not have a CUNYfirst account, see the FAQs.

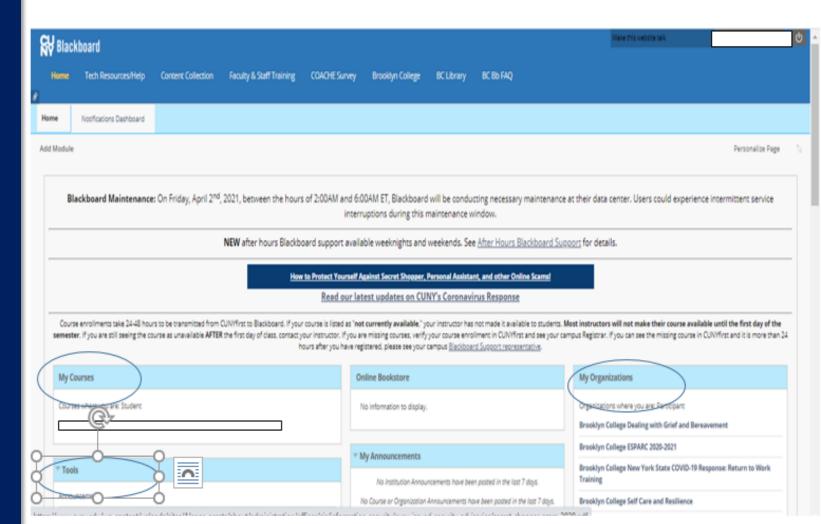
Username				
Password				
Log in				
New User Forgot Username Forgot Password Manage your Account				

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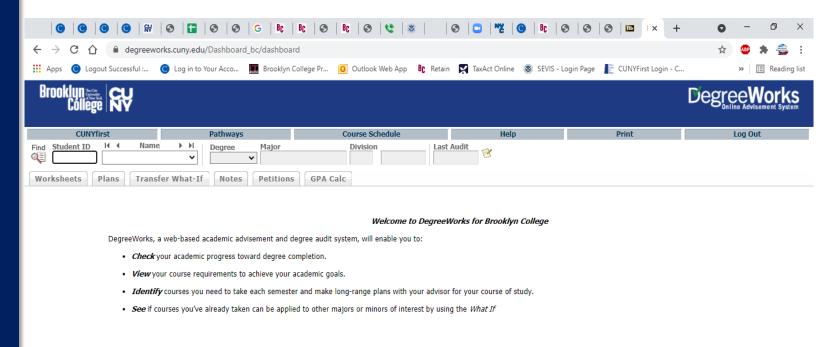
Blackboard

 Your courses will be listed under "My Courses". You can see any required training under "My organization"

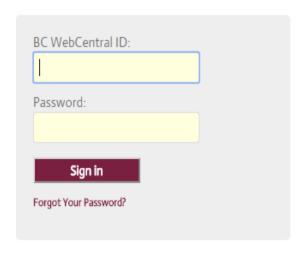


DegreeWorks

- Click https://degreeworks.cuny.edu/Dashboard_bc/ dashboard
- Enter your emplid ID, click enter and view your plan



- Enter the BC WebCentral Login URL
 https://login.brooklyn.cuny.edu/ your browser's address bar to access the BC WebCentral Portal Login page.
- Click on New User Registration Form.



COMMON ISSUES

Forgot your Password or just need to change it?

Please complete the Password Reset Form.

Forgot your BC WebCentral ID?

Please complete the Central ID Reminder Form.

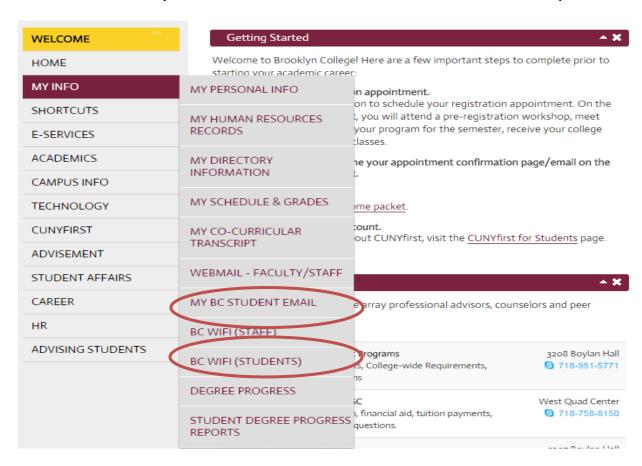
Don't have a BC WebCentraLID2

Please complete the New User Registration Form to create your BC WebCentral ID and Password. Your BC WebCentral ID is a unique id that is required to access to BC WebCentral.

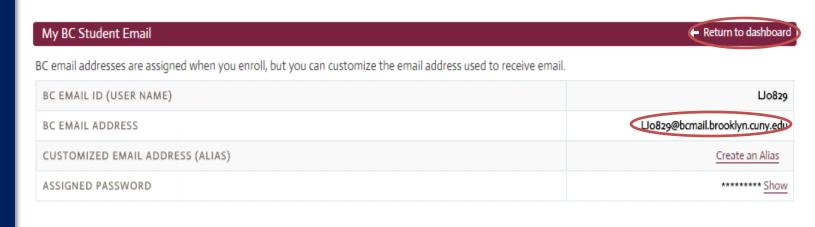
- Fill out required information.
- Note: 8-digit CUNYfirst ID (Emplid) number is given to you when you claim your CUNYfirst account



- In My Info -> My BC Student Email -> BC WIFI
- Select to receive your student email/wi-fi user ID and password.



Use the provided login information to get access to your email or on campus wi-fi. Please visit the West End Building or call 718-677-6180 from 9 am to 5 pm if you are having issues accessing your wi-fi account.



ı	BC WiFi (Students)	
ı	NETWORK NAME (SSID)	BC-WiFi
ı	YOUR BC WIFI USERNAME	LJ0829
ı	YOUR BC WIFI PASSWORD	******* <u>Show</u>

Questions?

Please contact us if you have questions or issues setting up your accounts.

To contact us:

Phone: 718.951.4536

Email: grads@brooklyn.cuny.edu

Office: West Quad 232