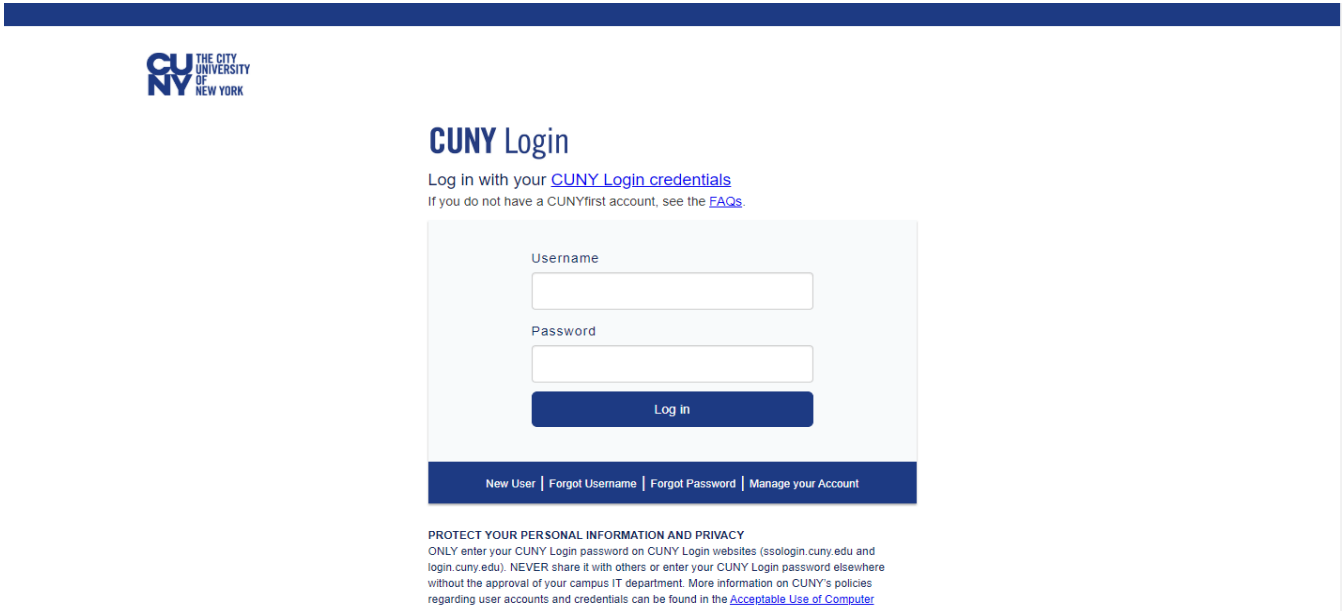
Brooklyn College

Claiming your accounts

- CUNYFirst
- BC WebCentral
- Microsoft 365
- On Campus Wi-Fi

Claiming your accounts

To claim your CUNYFirst Account, visit (https://home.cunyfirst.cuny.edu).



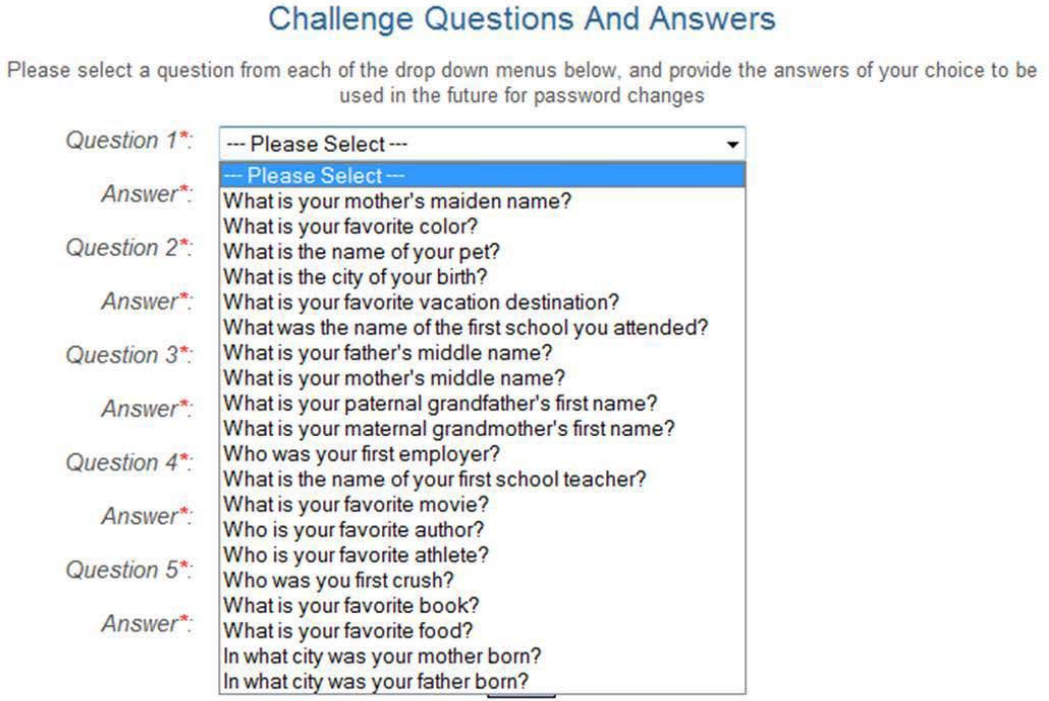
Claiming your accounts

- 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 a social security number, please email us for information grads@brooklyn.cuny.edu

Claiming your accounts



- 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.

Claiming your accounts

CUNY passwords must meet the following requirements (where system allows it):

- Must not match or contain first name.
- Must not match or contain last name.
- Must be at least 13 characters long.
- Must be at least 20 characters long for service accounts and Domain administration accounts.
- Must contain at least 3 alphanumeric characters, 2 of which must be letters.
- Must contain at least 1 lowercase letter.
- Must contain at least 1 uppercase letter.
- Must contain at least 1 numeric character.
- Must contain at least 1 special character.
- Must not match any of the previous 12 passwords.
- Must not match or contain the username (user ID).

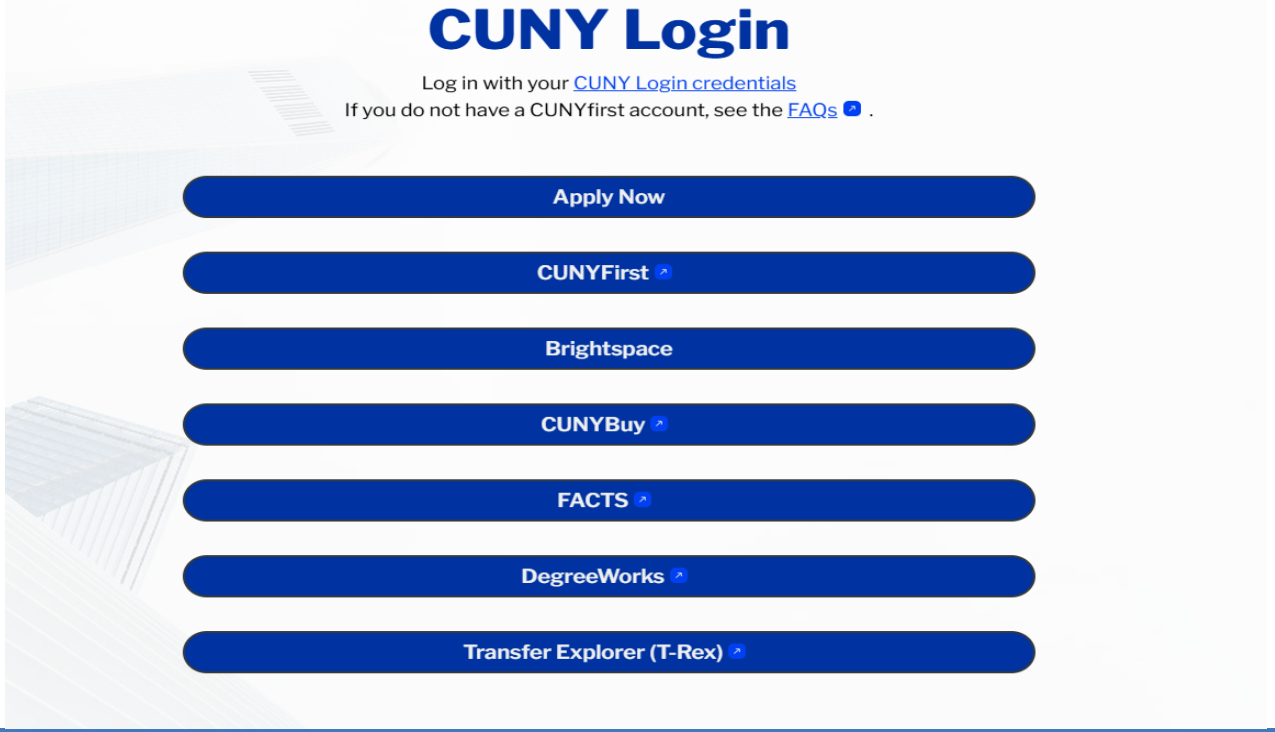
Claiming your accounts

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).

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

Claiming your accounts

After claiming your CUNYFirst and setting up your MFA, you will be able to access the other logins.



Claiming your accounts

Applications that use CUNY Login:
CUNYfirst
Schedule Builder
Brightspace
EAB Navigate
DegreeWorks
Dropbox
Zoom
FACTS – Financial Aid Info
Campus Bookstore
Microsoft Office 365 download
Library eResources

Claiming your accounts

To set up your Multifactor Authentication. To see the full instructions, please visit https://cunyithelp.cuny.edu/csp?id=kb_article_view&sysparm_article=KB0013795

Claiming your accounts

Your WebCentral ID is used to sign in to **local** Brooklyn College applications and services, including your Digital ID and BC Navigator, WebCentral, Bulldog Connection, and BC Handshake (previously HireBC). Click the link to claim you WebCentral ID https://pub.brooklyn.edu/mfa_registration/

What is my CUNYfirst ID?

All students, faculty and staff are assigned an 8-digit CUNYfirst ID (EMPLID), which is your unique identifier within CUNY. This number is given to you when you claim your CUNYfirst account and is used by Brooklyn College when creating your WebCentral Portal account or resetting your WebCentral Portal password.

Claiming your accounts

To find your email address and access the WiFi, please sign into your BC WebCentral Account.

To connect with a Windows device.
To connect with a Mac.