Net ID Password Manager Instructions

Net ID allows you to manage and configure your CUNY SPS password. Please follow the instructions below to configure your Net ID account.

To create your secure user profile, you will need to:

1. Access the NetID portal by selecting the Faculty & Staff resources link located on the upper right-hand corner of the main CUNY SPS webpage.

2. Scroll down to User Guides and select the NetID Password Manager link.

   **USER GUIDES**

   - Resetting your CUNYfirst Account Password
   - Claiming your CUNYfirst Account
   - NetID Credential Manager (Reset Desktop Password Remotely)
   - Telecommuting - Telephone
   - Updating Desktop and eMail Passwords
   - VPN Installation Instructions for MAC
   - VPN Installation Instructions for Windows

3. Enter your desktop username:

   Format: sps\firstname.lastname  Example: sps\robert.smith

   Enter your user name (for example, domain\username or username@domain):
   
   sps\robert.smith

   Select OK to continue
4. Select the My Questions and Answers Option

5. Enter your current desktop password and select Next

6. After selecting next you will be redirected to the Security Questions page. After inputting your answers select next.

7. Once you have created your profile, you will receive a confirmation email that you have successfully completed the account creation process.

If you have any questions or concerns, please contact the CUNY SPS Help Desk at the contact Information listed below.

SPS Helpdesk Contact Information

Email: helpdesk@sps.cuny.edu Phone: 646.664.8592