Instructions for Claiming Your CUNYfirst Account

CUNY SPS tax levy staff are encouraged to claim their CUNYfirst account upon completion of their HR appointment.

To claim your CUNYfirst account, enter URL https://www.cuny.edu/ into an internet browser and select CUNYfirst from the LOGIN dropdown located at the upper right-hand corner of the website.
New users will be prompted to provide the following information:

- **First Name**
- **Last Name**
- **Date of Birth (MM-DD-YYYY)**
- **Display Date of Birth**
- **Last 4 digits of Social Security or CUNY-assigned ID Number**
- **Display last 4 digits**
- **I'm not a robot**

You will be prompted to confirm your email account and have the opportunity to change it to an account that you have access to.

We strongly recommend you use a personal account and not a work or school email account.

You will receive an email with a subject line of “CUNY Login Account Activation: Respond within the next 2 hours”. Please note that you must select the **embedded** hyperlink to confirm your CUNY Login account management email address in this email. If you do not do so within the two hours, you will need to start the process again.
After confirming your email account, you will be prompted to create a password for your CUNYfirst account.

You will be prompted to enter an account mobile phone number.
You will be prompted to select and answer five security questions to be used to authenticate your access in the future.

After completing the security questions and answers, your activation is complete.

Use the CUNY Login username and the password to access CUNYfirst.

If you have any questions or concerns, please contact the CUNY SPS Help Desk at helpdesk@sps.cuny.edu or 646.664.8592.