




JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

CUNY Portal Account Creation and Passwords

The CUNY portal is a gateway to all things CUNY: Blackboard , registering for classes via ESims, , college websites, information about applying to CUNY, events, campus directories, etc.

To Create a CUNY Portal account


1. Navigate to the CUNY web site at <http://www.cuny.edu> .
2. Click the **Log-In** link on the orange left navigation bar to launch the Portal Login page. 
3. Click **Register Now!**
4. Select the option that best describes your current affiliation with the University: student, faculty, staff etc.
5. On the User Validation screen:
 - a. Enter Last Name
 - b. Enter Social Security Number without spaces or dashes: 123456789
6. Enter Date of Birth in the following format: MM/DD/YYYY
7. Click **Next**. Confirm the information entered by clicking **Confirm**.
8. Create a unique Username. The system may supply a suggested username. The username must be at least 5 characters and may not include any special characters or spaces. Note: Be sure to take note of the username you are creating!!!
9. Create and enter a password:

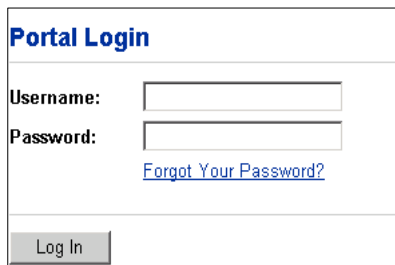
* Password	<input type="password"/>
* Password Confirmation	<input type="password"/>

10. Enter your John Jay College e-mail address. (The default email address that must be used with Blackboard is your college supplied email address!!)

11. Click **Save** to create your account
12. The process is completed when the Portal Login screen appears and the message, “You have successfully completed the registration process” appears.
13. Now, you can log in to the portal by clicking Log in from the orange navigation bar on left.

To log in with a CUNY Portal account

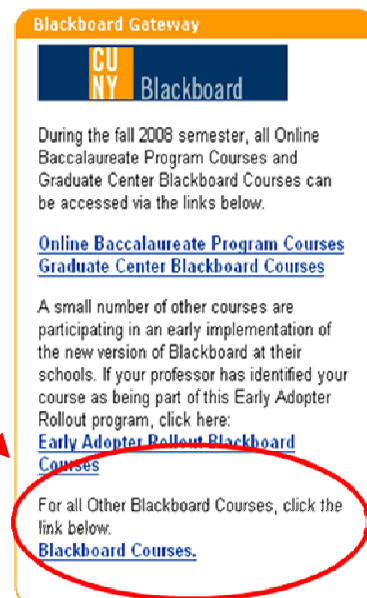
1. In your web browser navigate to <http://www.cuny.edu> .
2. Click **Log-in** on the left navigation bar to launch the Portal Log-in page. 
3. Enter your CUNY Portal username and password and click the **Log-in button**.



4. The page will open on the “My Page” tab when Log-in is complete



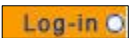
5. Look for the **Blackboard Gateway** box and click on **Blackboard link at the bottom**.





6. You will now see a list of all CUNY campuses. Next to **John Jay**, click your affiliation: student, faculty, or staff.

7. You will now be in Blackboard. To access the courses that you are registered for or are teaching, look at the **My Courses** part of the page.

Retrieving a forgotten password

1. In your web browser navigate to <http://www.cuny.edu>
2. Click **Log-in** on the left navigation bar to launch the Portal Login page 
3. Underneath the log in boxes, click **Forgot password?**
4. In the username field, enter your CUNY Portal username.
If you have forgotten your CUNY Portal username, contact One Stop, the DoIT Help Desk (helpdesk@jjay.cuny.edu, x8200), or the Blackboard System Administrator (blackboard@jjay.cuny.edu).
5. Click the **E-mail Password** button
6. An email containing a temporary password will be sent to the e-mail address listed in your Portal account (this is usually your JJ email). This temporary password will allow you to log into the Portal and should be changed to something you can remember.
If you are unsure of what e-mail address is listed in your Portal account, contact the One Stop, the DoIT Help Desk (helpdesk@jjay.cuny.edu or 212-237-8200, or the Blackboard administrator (blackboard@jjay.cuny.edu))

Changing your CUNY Portal Password

- Log in to the CUNY Portal, then on the orange navigation bar at left click "**My Profile**"
- On the User Profile page, click the **Modify** button 
- **Scroll to the bottom** of the page to the Change Password area 
- Enter the existing password for the account, and type in the new password **twice** and click the **SAVE** button.

Change your Password
Please choose a password that is at least 6 characters long.

Old Password

New Password

New Password Confirmation

Note: Passwords should be unique and not contain any information that can be easily guessed by others, such as a social security number, telephone number or date of birth.