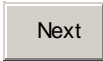
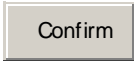



Registering for the CUNY Portal <http://www.cuny.edu>

- Step 1.** Click on the “Log-In” link on the CUNY Portal homepage. This brings you to the Portal Login page.
- Step 2.** Click on the [Register Now!](#) link.
- Step 3.** Select the option that best describes your current affiliation with the University: e.g., Student, Faculty, Staff.
- Step 4.** On the User Validation screen you have to enter your Last Name, Social Security number and Date of Birth.
Enter your Social Security Number without spaces or dashes: nnnnnnnnn
Enter your birthdate in the following format with the slashes: mm/dd/yyyy
- Step 5.** Click  then confirm the information you entered by clicking 
- Step 6.** Now you will get a screen where you can change your username, create your password and enter an e-mail address. Be sure to list an accurate e-mail address. This is the means by which we communicate a new password to you if you ever forget your password. Make sure that you write down your username and password and store it in a safe place. You will need them each time you login to the portal. Once you’ve entered all the needed information click the **Save** tab.
- Step 7.** You will be brought back to the Portal Login screen with a message stating **“You have successfully completed the registration process. Now you can log into the portal.”**
- Step 8.** Enter your username and the password you’ve created and click 
- Step 9.** “My Page” will open and you are now logged onto the CUNY Portal.

Logging onto the CUNY Portal

Step 1. Click on the [Log-in](#) link on the CUNY Portal homepage. This brings you to the Portal Login Page.

Step 2. Enter your Username and Password in the spaces provided and click

 Log In

! Remember: If you don't have a Username and Password you must first register by clicking on the [Register Now!](#) Link on the Portal Login page.


Portal Login Problems

- **I am registered but I forgot my password.** - Click on the [Forgot Your Password?](#) link on the Portal login page. A new password will be sent to you via e-mail at the address specified in your portal profile.

- **I type in the username and password but I get “Authentication failed. Please enter a valid username and password.”**

Note: ***Passwords are case sensitive.*** If you are still unable to log in please click on the gray [web support](#) link at the lower right of the page then the ▶ [Email for more help](#)

link. Fill out the online form and click . Please include your full name, Date of Birth, portal username, and a contact phone number.

- **I know my password but forgot my username** - Please click on the gray [web support](#) link at the lower right of the page then the ▶ [Email for more help](#) link. Fill out the online form and click . Please include your full name, Date of Birth, and a contact phone number.

'My Page' on CUNY's Portal

Now that you've logged into the Portal you can customize your "My Page" by editing the modules on this page. Here you can add bookmarks, add text or html, create a task list and access your SSO (single sign on) links. **SSO links are accessible depending on your campus affiliation. (e.g., Student, faculty or staff)**

Here is a view of "My Page" with the different modules.

The screenshot shows the 'My Page' interface in a Microsoft Internet Explorer browser window. The page title is 'Welcome to CUNY.EDU - The City University of New York'. The date is December 2, 2003. The navigation bar includes links for TRUSTEES, CUNY TV, HONORS COLLEGE, CONTINUING ED, and MY PAGE. The main content area is titled 'My Page' and contains several modules: 'Bookmark' (with 'edit' and 'x' buttons), 'Task List' (with 'Add Task' and 'Options' buttons), 'Text Pad' (with 'edit' and 'x' buttons), 'CPE Reading Material' (with a link to 'CPE Reading Material - Fall 2003'), 'SSO Applications for Students' (with a warning message and links to 'E-Journals and Reference Databases' and 'eSIMS'), and 'CUNY ePermit' (with an 'ePermit' link). A left sidebar contains navigation links like 'Colleges Programs', 'News', 'Admissions & Financial Aid', 'Events', 'Libraries', 'About CUNY', 'Administration', 'Jobs at CUNY', 'CUNY eMail', 'Welcome Athena', 'My Profile', and 'Logout'. A bottom bar contains 'UPDATES' and 'Apply Online to CUNY'. The address bar shows a URL starting with 'https://portal.cuny.edu/portal/site/cuny/?epi_menuItemID=c94035e8c88f0b821f44187078304e08&epi_menuID=a00e051'.

This is the bookmark module. When you click edit you can add bookmarks you want to keep.

You can add and edit the modules on your My Page by clicking Edit Content.

You can also change the location of the modules on you My Page by clicking Move Content.

You will see your name once you've logged in.

You can also create a task list. Just click on Add Task and add them one at a time.


My Profile is where you can change your e-mail address and your portal login password.

This is a SSO module for a Student. You can not add links to this module. The links accessible are predetermined base on your campus affiliation. e.g., eSIMS and CPE. are applications registered students would need.


Editing 'My Page' Modules

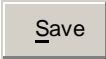

At the top right corner of the **Bookmark** and **Text Pad** modules are two 'buttons': 'edit' and 'x'. **Edit** opens a screen for you to add your bookmarks and the 'x' deletes the module from the page. You can always add it back by clicking the [Edit Content](#) link on the upper right hand side of the page.

Bookmark: You can add any number of your favorite bookmarks here: Apple, CNN, NY Times, you name it! While you can only add three at a time, you can edit the list whenever you wish to add more of your favorite links. And of course you can delete or change these bookmarks at any time.

When you make changes to your **Bookmark** module, be sure to click on the  button at the bottom of the Edit view to save your changes.

Note: When adding the URLs to your bookmark list you must do it in the proper format: e.g. <http://www.columbiahouse.com/>

Text Pad: Write anything you please, a note to yourself, phone numbers, whatever. You can even use simple HTML tags in the text pad. When you make changes to your Text Pad module, be sure to click on the  button at the bottom of the Edit view to save your changes.

Task List: This list allows you to create a to do list. You may want to use it to list tasks required for applying to CUNY, papers to write, appointments, or plans with friends. It's up to you. The **Task List Options** link allows you to control how many of your tasks are displayed by default upon login. You may want the default, which shows up to three tasks, and then use the View All link at the bottom of the module to see a complete list of your tasks. Or you can change the default number of tasks shown by clicking on the [Options](#) link and changing your preferences. When you make changes to your **Task List** module, be sure to click on the  or  button at the bottom of the Edit view to save your changes.

Adding Modules

CUNY's portal hosts a tremendous amount of information related to your life at CUNY, whether you are a student, faculty or staff. When you click on the [Edit Content](#) link at the top right of My Page, you will see numerous categories, each with a list of links: Alumni and Visitors, Colleges and Programs, Current Students, Faculty and Staff and Prospective Students. Each of these categories has a number of links you will find helpful. Choose those most relevant to your current status. You can add and change these links at any time. No more roaming around for those critical connections!

Arranging the Layout of Modules – Move Content

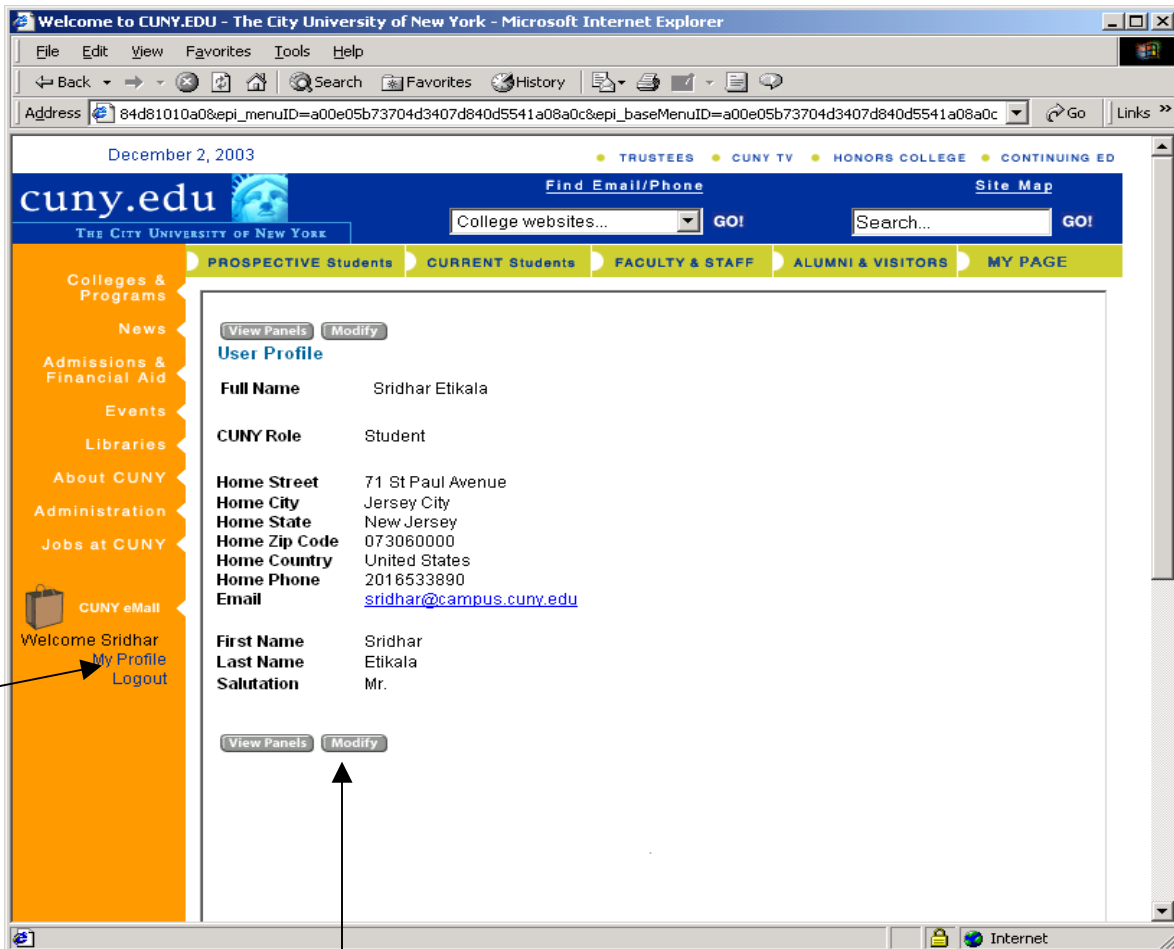
As you add and change the modules on your page, you may want to rearrange the placement of these modules.

- Click on the [Move Content](#) link at the top right of My Page to move modules and use either of the interfaces to move your modules around:
- Click the black arrows to move a particular module. Gray arrows indicate you cannot move a module in this direction.

My Profile

To access your Profile you can click on the link **My Profile** on the lower left side on the menu bar. It will be under the **Welcome** and above the **Logout** link. After clicking **My Profile** you are brought to a screen that has your name, address, CUNY role and e-mail address. This is information that is taken from the CUPS or SIMS systems.

To change your password, college affiliation or email address. Click the tab **Modify**.



Modify

This is the view of a test user's Profile after clicking the **Modify** tab. From this screen the user can change his primary college, CUNY role, e-mail address and password. He can also enter a graduation date and nickname. When he is done he clicks the **Save** Tab.

Note: There is one located at the top of the screen and another at the bottom. He can click either one to save his changes.

He then clicks **ok** in the dialog box so that his changes will be saved.

The screenshot shows a web browser window titled "Welcome to CUNY.EDU - The City University of New York - Microsoft Internet Explorer". The address bar contains a long URL. The main content area displays a "User Profile" form with the following fields and values:

- Full Name:** Sridhar Etikala
- Primary College:** None (dropdown menu)
- Graduation Year:** (empty text box)
- CUNY Role:** Student
- Primary CUNY Role:** None (dropdown menu)
- Home Street:** 71 St Paul Avenue
- Home City:** Jersey City
- Home State:** New Jersey
- Home Zip Code:** 073060000
- Home Country:** United States
- Home Phone:** 2016533890
- Email:** sridhar@campus.cuny.edu
- First Name:** Sridhar
- Last Name:** Etikala
- Nickname:** (empty text box)
- Salutation:** Mr.

Below the profile information is a section titled "Change your Password" with the instruction "Please choose a password that is at least 6 characters long." It contains three input fields: "Old Password", "New Password", and "New Password Confirmation".

At the top and bottom of the form area are buttons for "Save", "Cancel", and "View Panels". A red arrow points to the "Save" button at the bottom of the form.

Save

Changing Primary College Affiliation

If you need to change or update your registration information in eSIMS **AND** you attend more than one college, you must select your Primary College Affiliation before accessing eSIMS or ePermit.

Step 1. Log into the Portal and then click on the link **My Profile**.

Step 2. Click on the tab **Modify** the page opens, allowing you to edit your information.

The screenshot shows a web browser window titled "Welcome to CUNY.EDU - The City University of New York - Microsoft Internet Explorer". The address bar contains a long URL. The main content area is titled "User Profile" and contains a form with the following fields:

- Full Name: Athena H Testperson
- College: Hunter College, City University Test College
- Primary College: Hunter College (dropdown menu open)
- Departments: None
- Graduation Year: [text input]
- CUNY Role: Student
- Primary CUNY Role: Student
- Home Street: 695 Park Avenue, Room 115 Hn
- Home City: New York
- Home State: New York
- Home Zip Code: 100215024
- Home Country: United States
- Email: registrar@hunter.cuny.edu
- First Name: Athena
- Middle Name: Hunter
- Last Name: Testperson
- Nickname: [text input]
- Salutation: Mr.

At the bottom of the form, there is a "Change your Password" section with fields for "Old Password", "New Password", and "New Password Confirmation".

Step 3. Click the down arrow to choose your **Primary College**.

Step 4. Now click the tab **Save**.

Again, there is one located at the top of the screen and another at the bottom. You can click either one to save your changes.

Step 5. Then click **ok** in the dialog box so that your change will be saved.

Step 6. Click on the **MY PAGE** tab in the upper right corner to access your bookmarks, tasks, and **SSO** applications. eg. eSIMS, ePermit