STUDENT E-MAIL ACTIVATION: PASSWORD RESET INSTRUCTIONS

ONLY FOR FIRST-TIME USERS:

STEP 1: ACCESS BMCC E-MAIL LOGIN PAGE (First Time User)
1. Go to [http://www.bmcc.cuny.edu](http://www.bmcc.cuny.edu) (BMCC Home Page)
2. Click on E-mail (On the top, right side)
3. Click on Student Email via Live @BMCC
4. It will open LIVE@BMCC page, Click on Login >>
   OR go to [https://www.outlook.com/stu.bmcc.cuny.edu](https://www.outlook.com/stu.bmcc.cuny.edu) and you will see Office 365 page

STEP 2: SIGNING IN FOR THE FIRST TIME BMCC E-MAIL ACCOUNT

* FIRST, VERIFY your e-mail address located on Student Center Page in CUNYFirst

A. Username: firstname.lastname@stu.bmcc.cuny.edu
B. Password: JD199901 (FirstInitial+LastInitial+YYYYMM) Default Password for FIRST Time user
   (e.g. John Doe) (YYYY=Year MM=Month)

STEP 3: WHEN ENTERING YOUR PASSWORD

4. Make your password
   a. Enter 8 to 16 characters
   b. Do not use common words or names
   c. Combine uppercase letters, lowercase letters and numbers

If you need further assistance, please visit the Student Help Desk in ROOM S-136