

# Forgot Your CUNYfirst EMPL ID

Your CUNYfirst EMPL ID is required to create a BC WebCentral Portal account or reset your BC WebCentral Portal password.

**You might also be interested in:**

- [Getting Started with CUNYfirst](#)
- [CUNYfirst Student FAQ](#)
- [Where to go for online services](#)

## How to find your 8-digit CUNYfirst EMPL ID

### If you know your CUNYfirst user name and password:

1. Sign in to [CUNYfirst](#).
2. Go to *HR/Campus Solutions > Self Service > Student Center*
3. Your CUNYfirst EMPL ID is at the top of the screen.

### If you don't know your CUNYfirst user name and password:

You need to reclaim your CUNYfirst account.

1. Open [CUNYfirst](#) in your web browser.
2. On the login page, select "New User"

A screenshot of the CUNYfirst 'Sign In' page. It features a 'Sign In' header, 'Username' and 'Password' input fields, and a 'Log In' button. At the bottom, there are links for 'Forgot Your Password?', 'Change Password', and 'First Time Users' (which is highlighted with a yellow box).

3. Answer the questions on the "Account Activation" page.

### Account Activation

Provide the required information in the following fields to activate your CUNY a

First Name\*:

Last Name\*:

D.O.B. (mm/dd/yyyy)\*:

SS# (last 4 digits)\*:



4. Complete the "Challenge Questions and Answers".

5. Select a new CUNYfirst password.
6. Your 8-digit CUNYfirst ID will be visible after selecting your password.

[printable instructions](#)