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.

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

Account Activation

- Enter the required information in the following fields to activate your CUNYfirst account:
  - 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