



New York City College of Technology

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The City  
University of  
New York

**CUNY PORTAL  
&  
BLACKBOARD**



STUDENT COMPUTING HELPDESK

Atrium Welcome Center  
Tel: 718.260.4900  
Room A114

# CUNY PORTAL/BLACKBOARD

## WHAT IS THE CUNY PORTAL?

The CUNY Portal is a central secure web site that allows access to all CUNY services, college websites, applications and more. To have access to information and applications provided by CUNY, register for a CUNY Portal account.

## HOW DO I REGISTER FOR MY CUNY PORTAL ACCOUNT?

1. Go to: [www.cuny.edu](http://www.cuny.edu)
2. Hover over **LOG-IN**, and click **CUNY PORTAL**.
3. Click on **Register for a New Account** seen below **PORTAL LOG-IN**.
4. Select the option **Current Student**.
5. Enter your **First Name, Last Name, Social Security Number** and **Date of Birth** as requested on the page.
6. Click **Next** and **confirm** your information.
7. You will come to a page where you can create a **username** and **password**.
8. You may use the username generated, or change it to something you will remember.
9. Enter and **confirm** a password. The password must be at **least 6 characters**.
10. Click **Save**, and your CUNY portal account will be created.

## WHAT IF I FORGOT MY CUNY PORTAL PASSWORD?

1. Go to: [www.cuny.edu](http://www.cuny.edu)
2. Hover over **LOG-IN**, and click **CUNY PORTAL**.
3. Click on **E-mail a New Password** seen below **PORTAL LOG-IN**.
4. Enter your CUNY Portal *Username* and click on **E-mail Password**.
5. An email will be sent to your registered email account if the username matches an existing account.

## WHAT IF I FORGOT MY CUNY PORTAL USERNAME AND/OR PASSWORD?

1. Go to: [www.cuny.edu](http://www.cuny.edu)
2. Hover over **LOG-IN**, and click **CUNY PORTAL**.



3. Click **Account & Password Reset** seen below **PORTAL LOG-IN**.
4. Enter your **First Name, Last Name, Social Security number**, and **Date of Birth** to validate your CUNY Portal account.
5. Your CUNY Portal username will be displayed. Type in a **New Password**. **Confirm the Password** and click **Submit**.

## HOW DO I CHANGE MY PASSWORD AND/OR PRIMARY COLLEGE?

**You must first login before you can follow these steps.**

**To change your primary college:**

1. While in **My Profile**, Click **Modify** at the top of the page.
2. Click on the **drop down menu**. Make sure **New York City College of Technology** is selected as your Primary college and your Primary CUNY Role is set to **Student**.
3. Click **Save**.

**To change your password:**

1. Click on **My Profile** at the top right of the screen.
2. Click on **Modify** at the top of the page.
3. Scroll down the page and type in your **old password**, the **new password** and **confirm the new password**.

## WHAT IS BLACKBOARD?

Blackboard is CUNY's course management system. This online tool allows you to access your syllabus, handouts, and discussion groups.

**Note: You may not see all your classes since some professors do not use this tool.**

## HOW DO I LOGIN TO BLACKBOARD AND/OR SEE MY COURSES—VIA THE CUNY PORTAL?

To access Blackboard, you must use your CUNYFirst username followed by @login.cuny.edu and your CUNYFirst password.

e.g. **firstname.lastname78@login.cuny.edu**

1. Go to [www.cuny.edu](http://www.cuny.edu)
2. Hover over **LOG-IN**, and click **BLACKBOARD**.



3. Log in with your credentials (see example above).
4. Under **My Courses** you should see a list of the classes that are available for you.

## HOW DO I UPDATE MY EMAIL ON BLACKBOARD?

1. Once logged into Blackboard, on your home page, under **Tools** click on **Update Email**.
2. Enter a valid CUNY email address.
3. Re-enter the email address.
4. Click on **Submit**.
5. An email confirmation will be sent to your updated CUNY email address.