

Getting a Blackboard Student Account

Go into your CUNY PORTAL by going on the Internet to: <http://www.cuny.edu>. Click on the “Log-in” button on the left bottom part of the page.

The screenshot shows the CUNY website homepage. At the top left, the date "July 24, 2008" is displayed. The main header features the CUNY logo and the text "The City University of New York". Navigation links include "GIVING TO CUNY COLLEGES", "MACAULAY HONORS COLLEGE", "ONLINE BACCALAUREATE", and "CUNY TV". A search bar is present with the text "College websites..." and a "GO!" button. Below the header, there are navigation tabs for "APPLY TO CUNY", "CURRENT Students", "FACULTY & STAFF", and "ALUMNI & GIVING". The main content area features a large banner image of a city street at night with a yellow taxi. Below the banner, there is a welcome message: "Welcome to the nation's leading urban public university serving more than 400,000 students at 23 colleges in New York City." On the left side, there is a vertical navigation menu with links for "Academic & Research", "News", "Admission & Financial Aid", "Events", "Libraries", "About CUNY", "Administration", "Trustees", "Jobs at CUNY", and "Portal Help". The "Log-in" link is circled in red, and a red arrow points to it from the text above. Below the menu, there is a search bar with the text "Search..." and a "GO" button. The main content area also includes a section titled "The University creates innovative ways to keep the medical profession supplied with highly skilled nurses." and a section titled "CUNY on Demand" with a video player. On the right side, there is a section titled "Chancellor Goldstein Reports" with a list of reports, and a section titled "NEWSwire" with a link to "Louis Armstrong: At Home in Corona".

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If you have not registered for the CUNY PORTAL then you must register by clicking on the “Register Now!” button.

The screenshot shows a Microsoft Internet Explorer browser window displaying the CUNY Portal. The address bar shows the URL: <https://portal.cuny.edu/portal/site/cuny/index.jsp?epi-content=LOGIN>. The page features a navigation menu on the left with categories like Academics & Research, News, Admissions & Financial Aid, Events, Libraries, About CUNY, Administration, Trustees, Jobs at CUNY, and Portal Help. The main content area is divided into two sections: "Portal Login" and "Register". The "Portal Login" section prompts the user to enter their CUNY Portal Username and Password, with fields for Username and Password, a "Forgot Your Password?" link, and a "Log In" button. The "Register" section provides instructions: "If you don't have an account, create one so that you can begin using all of the customization features of this site." Below this text is a blue underlined link labeled "Register Now!". A red arrow originates from the text above and points directly to the "Register Now!" link. The footer of the page includes copyright information for CUNY 2008 and links to Security/Privacy Policy, Accessibility, Terms of Use, and Site Map. The browser's status bar at the bottom shows "Done" and a lock icon.

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If you are currently registered in a CUNY college you select “Student.”

September 29, 2008

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APPLY TO CUNY CURRENT Students FACULTY & STAFF ALUMNI & GIVING

New User Registration

Please select the option that best describes your current role within the University:

- [Student](#) I am currently enrolled as a student at a CUNY college.
- [Faculty](#) I am currently a faculty member at a CUNY college.
- [Staff](#) I am currently employed by one of the colleges or the university.
- [Applicant](#) I am applying for admission to a CUNY college.
- [Visitor](#) I have no current affiliation with the university.
- [Alumni](#) I am a graduate of one or more CUNY colleges.
- [Cont Ed](#) I am a continuing education student.

You must then type in your last name under the “Last Name” text box. Also you must type in your complete social security number in the “Social Security Number” text box. Also, type in your date of birth in the “Date of Birth” text boxes.

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User Validation

Transmitting information on the registration page is performed using secure encryption protocols. When creating a CUNY Portal account the social security number you provide must match the number on file in our University's student or human resource information systems. You will never be asked to provide your number again for Portal access nor do we store it outside our existing systems. If you are experiencing difficulties registering please contact your college help desk or personnel office to assist you.

Last Name:

Social Security Number: Enter your Social Security Number without spaces or dashes (for verification purposes only)

Date of Birth: Enter your birthdate in the following format: mm/dd/yyyy

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It will then ask you to verify your personal information. Click “Confirm” to confirm that the information that is presented is correct or “Cancel” to change or cancel your information.

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College websites... GO!

▶ APPLY TO CUNY ▶ CURRENT Students ▶ FACULTY & STAFF ▶ ALUMNI & GIVING

User Validation

Please verify your information:

Last Name:	Doe
Social Security Number:	xxx-xx-1234
Date of Birth:	01/01/1911

Academics & Research
Admissions & Financial Aid
About CUNY
News
Events
Administration
Trustees
Jobs at CUNY
Libraries
Portal Help
Log-in

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You can create your personalized username under the “Username” textbox or a password under the “Password” textbox.

CUNY Portal Registration

Choose a Username

Please enter a new username or use the suggestion below. Username should only consist of the characters: A-Z, a-z, 0-9, underscore, dash, apostrophe, period, comma, or @ symbol.

* Username

Choose a Password and e-Mail Address

Please choose a password that is at least 6 characters long. Be sure to enter your correct e-Mail address in the box below.

* Password

* Password Confirmation

* Email

Home Street 123 West 456 Street Apt 789
Home City New York
Home State NY
Home Zip Code 12345000
Home Country US

**** IMPORTANT ****

Prior to clicking the save button below, please take a moment to record your username, password, and email. Please keep this information in a safe place.

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You can also edit your school email account next to the “Email” text box. When you are done you click “Save.” Once you have clicked “Save” you can not change your username ever again. To change or cancel your information you click “Cancel.”

The screenshot shows the 'CUNY Portal Registration' form. On the left is an orange navigation menu with items: Academics & Research, Admissions & Financial Aid, About CUNY, News, Events, Administration, Trustees, Jobs at CUNY, Libraries, Portal Help, Log-In, and a search box. The main form area has the following sections:

- CUNY Portal Registration**
- Choose a Username**: A text box containing 'jdoe1'. Below it is a note: 'Please enter a new username or use the suggestion below. Username should only consist of the characters: A-Z, a-z, 0-9, underscore, dash, apostrophe, period, comma, or @ symbol.'
- Choose a Password and e-Mail Address**: A note: 'Please choose a password that is at least 6 characters long. Be sure to enter your correct e-Mail address in the box below.'
- * Password**: A text box with masked characters 'jdoe1ok'.
- * Password Confirmation**: A text box with masked characters 'jdoe1ok'.
- * Email**: A text box containing 'jdoe@jjay.cuny.edu'. A yellow arrow points to this box from the text above. Below it is a list of address information: Home Street (123 West 456 Street Apt 789), Home City (New York), Home State (NY), Home Zip Code (12345000), and Home Country (US).
- **** IMPORTANT ******: A blue note: 'Prior to clicking the save button below, please take a moment to record your username, password, and email. Please keep this information in a safe place.'
- Buttons**: 'Save' and 'Cancel' buttons. A yellow arrow points to the 'Save' button from the text above. A red arrow points to the 'Cancel' button from the text above.