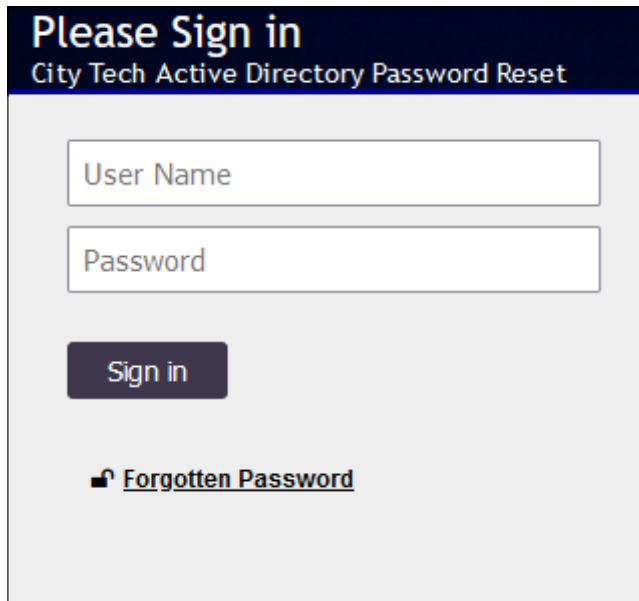


CITY TECH ACTIVE DIRECTORY (AD) ACCOUNT—NEW USER

All students are assigned a City Tech Active Directory (AD) account. The student AD account provides access to a variety of computing resources and online services, such as City Tech wireless, City Tech Virtual G600, and OCIS campus lab computers.

NOTE: Your City Tech Active Directory (AD) password **EXPIRES** every 6 months. You will receive email notifications to reset the password via your **City Tech student email** account.

1. Open a Web Browser and clear your browser's cache and cookies before attempting to log in. Enter the url <https://forgot.citytech.cuny.edu>



2. Enter username.

Username: **Firstname.Lastname**

3. Enter default password.

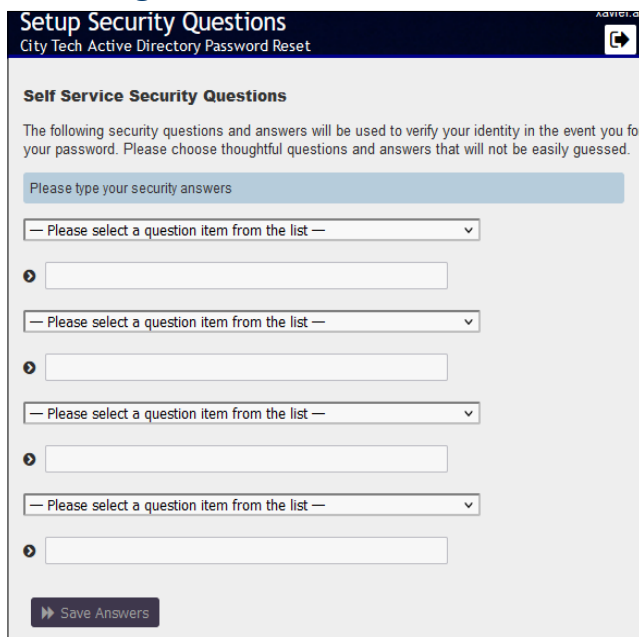
(For New Users Only)

First name initial **UPPERCASE**, last name initial **lower-case**, your Date of Birth (**MMDDYYYY**), followed by the last four digits of your **CUNYfirst EMPL ID**.

Default Password: **JdMMDDYYYY9367**

(Current Users): password you set up for your Active Directory account.

4. Click **Sign in**.



5. Select four **Security Questions** and **Provide Answers**, click **Save Answers**.

- The answers are not case sensitive.
- Answers must be more than 4 characters.
- Do not choose questions and answers that would be easy to guess.

6. Answer both **Helpdesk Security Questions**, click **Save Answers**, then **Continue**.

- These additional security questions are for Student Helpdesk's use to verify your identity.

7. Select **Change Password**, enter and confirm your new password. Click **Change Password** to complete the setup.