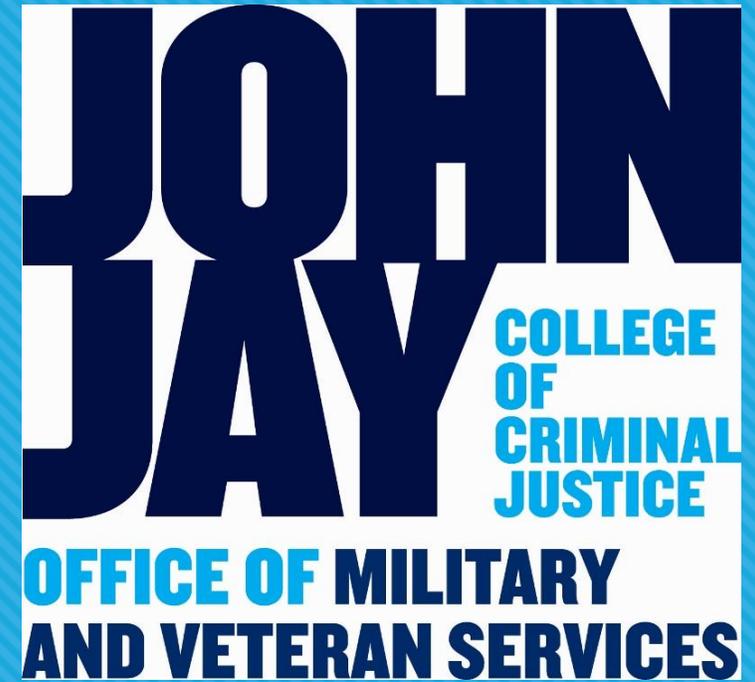


# Accessing Your John Jay College

# Accounts for the First Time



**For more information, contact:**

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At John Jay, there are several essential websites and online programs you'll need to use to keep-in-touch with professors, classmates, and resource offices, and to access your course materials:

CUNYFirst, Blackboard, and your John Jay email



# What's **CUNYFirst**?

**CUNYFirst** allows you to register for classes, add/drop classes, view your class schedule (including the course information such as the professor's name, the course's room number, and time), check your enrollment dates, find textbook information, view your final grades, view/print/request transcripts, change your address/phone numbers/emails, view and accept/decline your financial aid awards, request direct loans, make payment plans, pay your tuition, and MUCH more

# What's Blackboard?

**Blackboard** allows you to access your course information, see posted assignments and their due dates, view course materials (such as the syllabus), receive announcements from your professors, turn in assignments, participate in Discussion Boards, view instructor information, and MUCH more

# What's a John Jay Email?

**Your John Jay Email** is your personal **official** college email account the college and your professors use to contact you. For financial, registrar and official records purposes, John Jay ONLY will communicate with you through your John Jay email account

# To access your **CUNYFirst & Blackboard** for the first time...

- ❑ **Step 1:** Go to: <https://home.cunyfirst.cuny.edu/>
- ❑ **Step 2:** Click “New User” and fill in your personal information to open your CUNYFirst account and find your EMPL-ID (if you don’t know it already).

***What is an EMPL-ID? Your EMPL-ID is your CUNY ID number which you’ll use repeatedly to identify yourself at the college***

- ❑ Once you activate your CUNYFirst account, you can login to CUNYFirst AND Blackboard using your new username and password

***\*Both CUNYFirst and Blackboard are accessed using the same username and password.\****

# To access your John Jay Email for the first time...

- ❑ **Step 1:** Go to: <https://www.jjay.cuny.edu/>
- ❑ **Step 2:** Click “Email” at the top of the John Jay College website
- ❑ **Step 3:** Login using your preset username and password
  - ❑ *Your username usually will be: FirstName.LastName (for example: jane.doe). If it does not let you into your account, it is because you have a different email username, often FirstName.LastName followed by a number (for example: jane.doe2). Try the numbers 1-3 and see if one works with your default password. If not, contact the HelpDesk ((212.237.8200 or [helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu)) to find your specific username*
  - ❑ *Your default password is jjXXXX, with the “X’s” representing the last four digits of your social security number*

**\* Your complete email address will be FirstName.LastName@jjay.cuny.edu (for example: jane.doe@jjay.cuny.edu) OR if your username is followed by a number, your email address will use that number (for example: [jane.doe2@jjay.cuny.edu](mailto:jane.doe2@jjay.cuny.edu)) \***

# To reset your John Jay Email password:

□ **Step 1:** Use the following link: <https://reset.jjay.cuny.edu/>

*\* If you are having trouble accessing your account, you can contact the John Jay College Help Desk at (212.237.8200) or email them at ([helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu)) \**

**JOHN  
JAY** COLLEGE  
OF  
CRIMINAL  
JUSTICE  
**OFFICE OF MILITARY  
AND VETERAN SERVICES**

**Thank you for your time!**

**Good luck at John Jay!**