The CCNY Email and CUNY Portal
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Topics:
1. Retrieve the CCNY Email account
2. Register for the CUNY Portal (Blackboard)
3. Help

Please keep the records of your user names and passwords in a safe place!

The School of Education computer labs will help you to retrieve the CCNY Email and to register for the CUNY Portal (especially during Registration and Orientation):

Learning & Technology Resource Center – NA 3/226
Multimedia Center – NA 4/221

1. Retrieve the CCNY Email account

To access your email account, write the following URL in the address field of a browser (Internet Explorer, Netscape Navigator, Mozilla Firefox, etc.): http://134.74.74.10/students.php

For your records, please write down the following details:

Email address: ______________@ccny.cuny.edu
Password: ______________
Website address (URL) to access your emails: http://epops.admin.ccny.cuny.edu
2. **Register for the CUNY Portal (Blackboard)**

To access your CUNY Portal account, write the following URL in the address field of a browser (Internet Explorer, Netscape Navigator, Mozilla Firefox, etc.): **http://www.cuny.edu**

Bring your mouse to the menu item **Portal Log-in/Blackboard/eSIMS** on the left side and click on it. Look for the link **create a new account** on the page and click on it. In the next page click on **Student**.

Type in your

**Last Name**

**Social Security Number**

**Date of Birth**

Click on **Next**. Verify your information and click on **Continue**. Follow the instructions on the screen.

For your records, please write down the following details:

Username:  ______________

Password:  ______________

Website address (URL) to access the CUNY Portal: **http://www.cuny.edu**

After you logged into your CUNY Portal you will find a link to **Blackboard** in the center of the page.
3. **Help**

**CUNY Portal Guide**: http://www.ccny.cuny.edu/portal/cunyportalinfo.htm

**Blackboard General Guide**: http://origin.admin.ccny.cuny.edu/acis/cunyportalinfo/bb_summary.htm

**Blackboard Student Manual**: http://www.ccny.cuny.edu/portal/BlackBoardFinal.htm

On-campus **Blackboard workshops** are offered by **The Software Training Center (STC)**:

http://stc.ccny.cuny.edu

You can use the **Learning & Technology Resource Center (LTRC)** to complete class assignments, to access the Internet, or to **prepare for the teacher certification exams**. You could register for the NYSTCE exams or sign up for workshops in the LTRC. The LTRC is located in **NA 3/226**. Regular opening hours are:

- Monday - Thursday 10:00 a.m. to 9:00 p.m.
- Friday 10:00 a.m. to 6:00 p.m.
- Saturday 10:00 a.m. to 3:00 p.m.

Please check the **schedule outside the LTRC door** for the summer opening hours or when the lab will be closed for classes. You can contact the LTRC via phone at (212) 650-5455 or visit the **Learning & Technology Resource Center website** at:

http://www1.ccny.cuny.edu/prospective/education/ltrcenter/index.cfm

The **Multimedia Center** has different open lab hours over the academic year. The regular opening hours are (except classes are scheduled):

- Monday - Thursday 10:00 a.m. to 9:00 p.m.
- Friday 10:00 a.m. to 6:00 p.m.
- Saturday 10:00 a.m. to 3:00 p.m.

You will find the current opening hours on the **bulletin boards in front of the rooms NA 4/221 and 4/216** as well as on the **Multimedia Center Website**:

http://www.ccny.cuny.edu/education/mmcenter/

Please feel free to come to the Multimedia Center, to **ask any question about technology (software, computer, digital cameras, camcorders, etc.), and to explore technology in Education**. We will try to answer all questions and support you in accomplishing your projects and assignments. For any concerns and questions in instructional technology you can contact:

**Doris Grasserbauer** - dgrasserbauer@ccny.cuny.edu - NA 4/217A - (212) 650-5795

**Computer Help Desk**

If you cannot retrieve your CCNY email or if you cannot register for the CUNY portal, please contact the **Computer Help desk** in **NA 1/505**. The office hours are Monday to Friday from 8:00 a.m. to 8:00 p.m. The phone number is (212) 650-7878.