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.): https://citymail.ccny.cuny.edu/accountlookup/

For your records, please write down the following details:

Email address: ______________@citymail.cuny.edu
Password: ______________

Website address (URL) to access your emails: https://citymail.ccny.cuny.edu/login/
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.): https://cunyportal.cuny.edu

Bring your mouse cursor to **Register for New Account** in the middle of the window and click on it. In the next page click on **Current 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: https://cunyportal.cuny.edu

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

You can use the **Learning & Technology Resource Center (LTRC)** to complete class assignments, 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. Please check for the current opening hours at their website or on the bulletin board outside the LTRC door. You can contact the LTRC via phone at (212) 650-5455 or visit the **Learning & Technology Resource Center website** at:

http://www.ccny.cuny.edu/ltrcenter

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 10:00 p.m.
Friday 10:00 a.m. to 6:00 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/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 located in NAC 1/301. The office hours are Monday to Thursday from 7am to 12pm, Friday 8:15am to 5:30pm. The phone number is (212) 650-7878, email servicedesk@ccny.cuny.edu.