The CCNY Email and CUNY Portal
Created by Doris Grasserbauer – dgrasserbauer@ccny.cuny.edu

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 register for the CUNY Portal (especially during Registration and Orientation):

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

1. Retrieve the CCNY Email account

To access your email account, write the following URL in the address field of a browser (Internet Explorer, Mozilla Firefox, etc.) https://www.ccny.cuny.edu/it/e-mail and follow the instructions.

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.aspx

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, 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.

![VALIDATION Form](image)

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

The Multimedia Center is a School of Education lab where you could complete class assignments, access the Internet, and get help with the video component of the edTPA. The lab has different open lab hours over the academic year. You will find the current opening hours on the bulletin boards in front of the rooms NAC 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 questions 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 - NAC 4/217A - (212) 650-5795).

The Learning & Technology Resource Center (LTRC) is another School of Education lab where you could prepare for the teacher certification exams, you can register for the NYSTCE exams, or sign up for workshops. The LTRC is located in NAC 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.

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 contact information is (212) 650-7878, email servicedesk@ccny.cuny.edu.