



Registering for the CUNY Academic Commons CUNY Academic Commons Quick Guides

You must sign-up and register for the Commons to join your course group or site. You must use your CUNY email to join but this can be changed in your profile later (see below). To join the CUNY Academic Commons:

1. Head to the CUNY Academic Commons: <https://commons.gc.cuny.edu/>
2. Click “Register” in the top right corner.
3. Create a **Username** that is suitable for your course. A good username might be your first name and last initial or, your professor may tell you how to structure your username.
4. Use your **CUNY email address** to register.
5. Enter your full name. You can make this private later.
6. Please choose your **CUNY College** so we know which CUNY campuses are using the Commons!
7. Agree to the **Terms of Service** (Don’t worry, we don’t collect data on you and anything you add or create on the CUNY Commons is yours.)
8. Check your CUNY Email address to confirm your account. Once you click the link the registration process is complete. Return to the Commons to log in.

You’re done! Now that you have registered for the CUNY Academic Commons, you can edit your profile, change your email address to get messages at a different email, and join groups and sites for your classes.

Editing your Commons Profile

You can change, hide, and add information to your Commons Profile. You will need to get emails from the commons to receive information from your professor about class. To make sure you get Commons emails, you may want to **change your email address to a non-CUNY email if you check your personal email more often.** To edit a Commons profile:

1. Sign in to the Commons with your newly created username and password
2. Click the arrow in the upper right-hand corner of the page
3. Select “My Profile”. This takes you to your public profile
4. Use the “Edit Profile” button to make changes
5. Change your email, picture, and other information here

