

# CUNYFIRST

For incoming Freshman SEEK students



# To login to CUNYFirst


- First go to [www.cuny.edu](http://www.cuny.edu)
  - Click Login on the upper right corner
  - Scroll to CUNYFirst



To learn more about CUNY'S COVID-19 response, [visit our Coronavirus Updates page.](#)

**Support Students Impacted by Coronavirus Crisis** [DONATE NOW](#)

**CUNY** THE CITY UNIVERSITY OF NEW YORK

[ABOUT](#) [ACADEMICS](#) [ADMISSIONS](#) [FINANCIAL AID](#) [NEWS](#) [RESEARCH](#) [COLLEGES](#) [LOGIN](#) 

**CLASS OF 2020**

**We're Taking Our Hats Off to All CUNY Grads!**

You made it to the finish line, congrats! We

# IF YOU FORGET YOUR USERNAME OR PASSWORD

- Once in [www.cuny.edu](http://www.cuny.edu)
  - To claim your account go to New User
  - If you already claimed your account or don't remember your credentials click on "Forgot Password" or "Forgot Username" and follow the steps.

**CUNY Login**

Log in with your [CUNY Login credentials](#)  
If you do not have a CUNYfirst account, see the [FAQs](#).

Username  
first.lastname(##)@login.cuny.edu

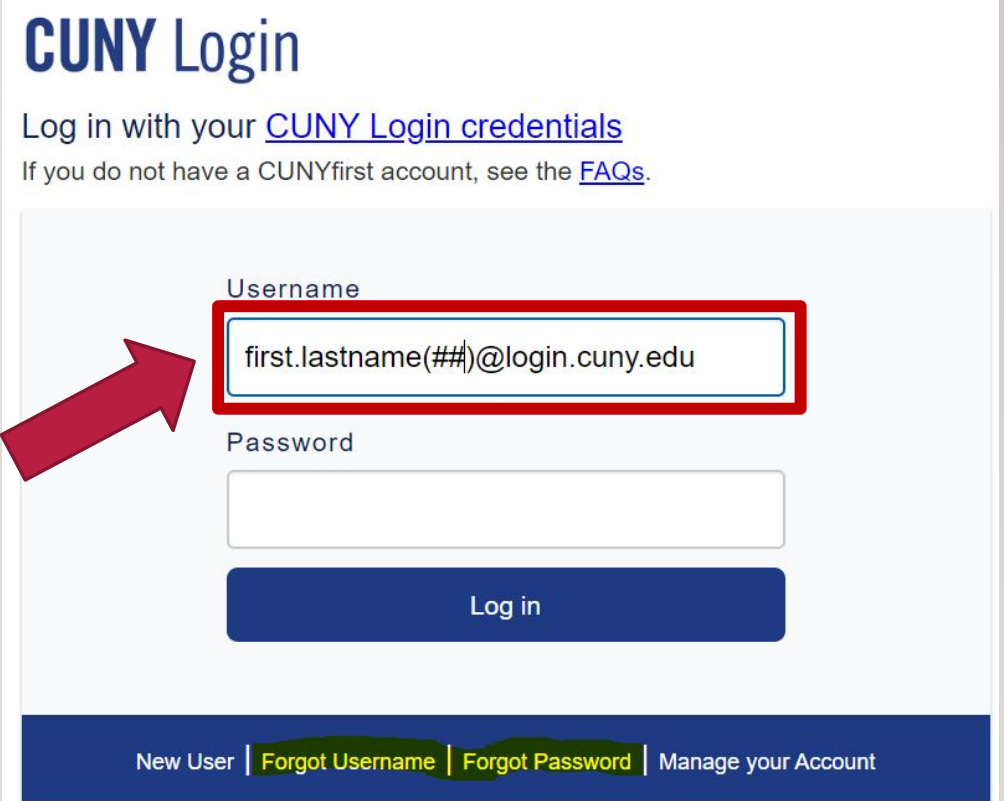
Password

Log in

New User | **Forgot Username** | **Forgot Password** | Manage your Account

# YOUR USERNAME CREDENTIALS

- Your username will be your first name and your last name with the last two digits of your EMPLID.
  - If you have forgotten your username and password, click on forgot username or forgot password.



**CUNY Login**

Log in with your [CUNY Login credentials](#)  
If you do not have a CUNYfirst account, see the [FAQs](#).

Username  
first.lastname(##)@login.cuny.edu

Password

Log in

New User | [Forgot Username](#) | [Forgot Password](#) | Manage your Account

# CUNYFIRST HOME SCREEN

The screenshot displays the CUNYfirst home screen with a dark blue header containing the logo and navigation links. Below the header is a banner for The City College of New York. The main content area features several widget-like sections: a 'CUNYFIRST MENU' with a list of links, a 'CENTRAL OFFICE ANNOUNCEMENTS' section with a blue button and text, and a 'CUNY APPLICATION' section. A 'CORONAVIRUS UPDATES' section is also visible on the right side.

**CUNYfirst** HOME | ADD TO MY LINK

The City College of New York

PERSONALIZE CONTENT LAYOUT Fri, Apr 9, 21 12:26 PM

**CUNYFIRST MENU**

- [Campus Solutions](#)
- [Human Capital Management](#)
- [Student Center](#)
- [CUNY Alert Preferences](#)
- [CUNY Alert Subscription](#)
- [NYS Voter Registration](#)
- [NYS Voter Registration Form](#)
- [My Personalizations](#)
- [CUNY IT Help](#)

**CORONAVIRUS UPDATES**

**CENTRAL OFFICE ANNOUNCEMENTS**










**Enough is Enough  
Combating Sexual Misconduct**

If you have experienced sexual misconduct, including sexual harassment or assault, or if you wish to report a sexual misconduct incident, click [here](#) for CUNY's policies, support programs, and resources.

**CUNY APPLICATION**

MAJORITY OF THE  
TOOLS YOU WILL  
NEED ARE IN  
THE “STUDENT  
CENTER”

Main Menu

-  [Campus Solutions](#)
-  [Human Capital Management](#)
-  [Student Center](#)
-  [CUNY Alert Preferences](#)
-  [CUNY Alert Subscription](#)
-  [NYS Voter Registration](#)
-  [NYS Voter Registration Form](#)
-  [My Personalizations](#)
-  [CUNY IT Help](#)

# STUDENT CENTER WEBPAGE

**CUNYfirst** SEARCH:

HOME | ADD TO MY LINKS | SIGN OUT

The City College of New York

Favorites | Main Menu | Student Center

Henry Garcia ID: 23279610

### Henry's Student Center

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)  
[Request Official Transcript](#)  
[View Grades](#)

other academic...

This Week's Schedule	
Class	Schedule
ME 41100-3EF LEC (23986)	MoWe 11:00AM - 12:15PM ONLINE We 2:00PM - 4:50PM ONLINE
ME 47300-2PR LEC (24006)	Tu 2:00PM - 4:50PM ONLINE Th 3:00PM - 4:50PM ONLINE
ME 53800-M LEC (24014)	TuTh 11:00AM - 12:15PM ONLINE
ME 54200-4ST LEC (24018)	Th 5:00PM - 7:50PM ONLINE

[weekly schedule](#) ▶  
[launch schedule builder](#) ▶ [enrollment shopping cart](#) ▶

**Holds**

In House Collection  
Course Withdrawal Not Allowed  
[details](#) ▶

**To Do List**

[File your TAP Application](#)  
[TAP Award Denied](#)  
[more](#) ▶

**Milestones**

# AS A SEEK STUDENT, YOU WILL ALWAYS HAVE A HOLD BEFORE REGISTERING FOR CLASSES

- You must get this hold removed or you will **not** be able to register to your classes on time.
  - You must book an appointment with your counselor to get this hold removed.






# TO FIND OUT WHEN TO REGISTER FOR CLASSES

- This tab is located right under the Milestones section on the right side of the webpage.
- Check under enrollment date for when to register for classes.
  - They will tell you time and date.



# HOW TO ENROLL IN A CLASS

- Under  Academics
- You will see these options.
  - Click on “Search” and add as much information about the class that you know.
  - You can then add them to your cart and then follow the step to finish enrolling

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)  
[Request Official Transcript](#)  
[View Grades](#)

**Search for Classes**

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**Enter Search Criteria**

**Search for Classes**

**Institution**  ▼

**Term**  ▼

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

**Subject**  ▼

**Course Number**  ▼

**Course Career**  ▼

# STATUS OF THE CLASSES

- While registering you may want to look at the status of the class
- If it is not open, you may need permission from the department or can possibly over tally. Talk to your counselor about your options.



## TO ADD MORE CLASSES

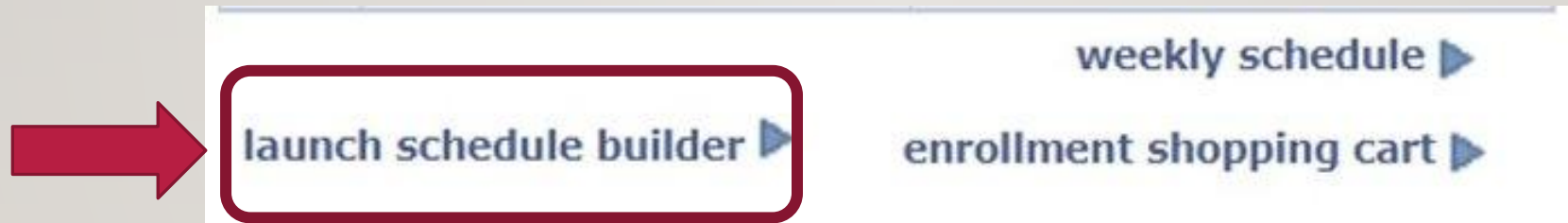
- While building your schedule you can add more classes to your “Shopping cart” by simply adding modifying your schedule

NEW SEARCH

MODIFY SEARCH

# SCHEDULE BUILDER

- Under the Academics tab click on "Launch Schedule Builder." You will be directed to a new site that helps students build their ideal class schedule without conflicts.



# SCHEDULE BUILDER

- On the Welcome screen, select which semester you wish to build the schedule for.
- Then select the classes that you originally put on your shopping cart to build the schedule you prefer.



**WELCOME**

Schedule Builder is a self-service tool that enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

Select a Term you wish to Enroll for:

**2021 Spring**

Enrollment Appointment:  
Regular Academic Session Nov 5, 2020 4:15pm to Feb 18, 2021 11:59pm

Open Enrollment Dates:  
Winter Session Nov 4, 2020  
Regular Academic Session Jan 29, 2021

**2021 Summer**

Open Enrollment Dates:  
All Sessions Mar 16, 2021

**2021 Fall**

Enrollment Appointment:  
Regular Academic Session Apr 7, 2021 12:45pm to Sep 14, 2021 11:59pm

Open Enrollment Date:  
All Sessions Sep 15, 2021

Colleges: City College (1/26)  
Instruction Modes: All

Select Course... Advanced Search

Import My DegreeWorks: **WORKSHEET**

<input checked="" type="checkbox"/>	ME 47400	Senior Design Project City College Stay enrolled in 33888-LEC	Enrolled		
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Class Details  TIPS Sort by: Select... FILTERS

RESULT 1 OF 1

	Mon Aug 30	Tue Aug 31	Wed Sep 1	Thu Sep 2	Fri Sep 3 No Classes
11 am					
12 pm					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					

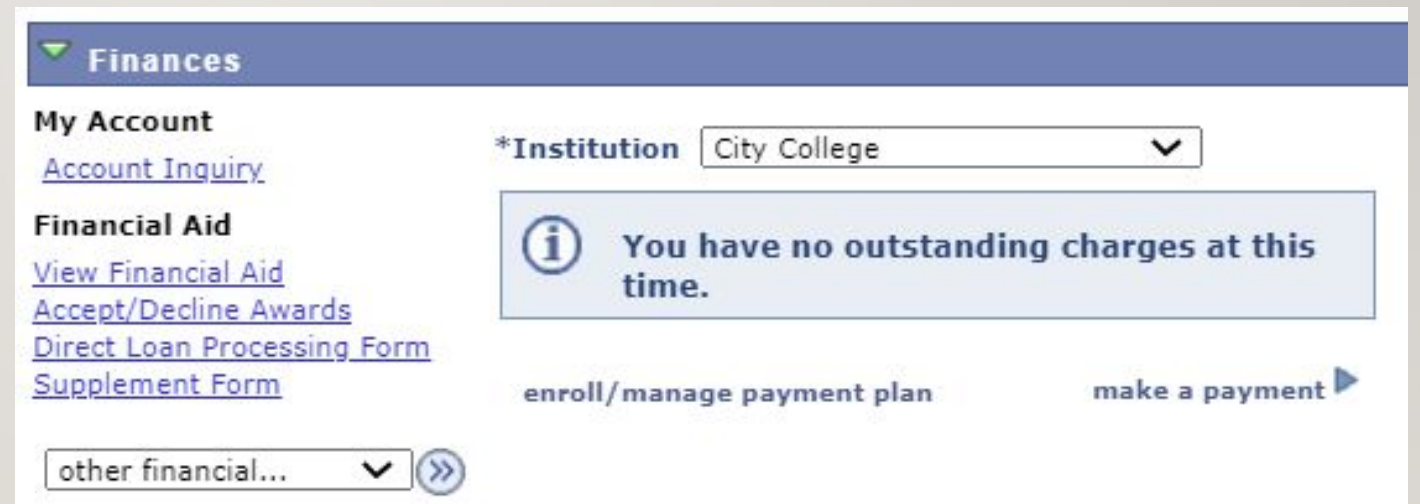
August 29 - September 4, 2021

Aug Sep Oct Nov Dec Jan

Senior Design Project

# FINANCES

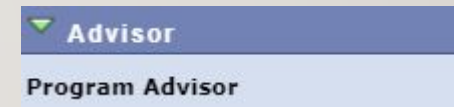
- Explore this tab to get updated about your financial aid packet.
- Find out about how much you owe for tuition.
- Make payments to the college.



The screenshot shows a web interface for a college's financial aid portal. At the top, there is a blue header bar with the word "Finances" and a small green downward arrow icon. Below the header, the page is organized into several sections. On the left, under "My Account", there is a link for "Account Inquiry". Under "Financial Aid", there are links for "View Financial Aid", "Accept/Decline Awards", "Direct Loan Processing Form", and "Supplement Form". At the bottom left, there is a search bar with the text "other financial..." and a dropdown arrow, followed by a blue double-right arrow icon. On the right side, there is a dropdown menu for "\*Institution" with "City College" selected. Below this, a light blue information box contains an information icon and the text "You have no outstanding charges at this time." At the bottom right, there are two buttons: "enroll/manage payment plan" and "make a payment" with a blue right-pointing arrow.

# CHECK WHO YOUR SEEK COUNSELOR IS HERE

- Located under "Milestones"
- To email your counselor, look up their name in the CCNY page to get their email.
- Contact your advisor through email or set an appointment with him/her on Advisor Track
- <https://seek.ccny.cuny.edu/>





- Make sure to update your personal email. Your professors and counselors will have access to this and will reach out this way.

Personal Information	
<a href="#">Emergency Contact Names</a>	<b>Contact Information</b>
	<a href="#">Home Address</a> <a href="#">Mailing Address</a>