CUNYFIRST

For incoming Freshman SEEK students
To login to CUNYFirst

• First go to www.cuny.edu
  • Click Login on the upper right corner
  • Scroll to CUNYFirst
IF YOU FORGET YOUR USER NAME OR PASSWORD

• Once in 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.
YOUR USERNAME CREDENTIALS

• Your username will be your first name and your last name with the last two digits of yourEMPLID.
  • If you have forgotten your username and password, click on forgot username or forgot password.
MAJORITY OF THE TOOLS YOU WILL NEED ARE IN THE “STUDENT CENTER”
STUDENT CENTER WEBPAGE
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
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
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.
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.
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.