
CUNY FIRST

LOGIN INTO CUNY FIRST

- First go to www.cuny.edu
 - Click Login on the upper right corner
 - Click "CUNY First" from the drop-down menu



ACTIVATE CUNY FIRST ACCOUNT AND FORGOTTEN USERNAME OR PASSWORD

- Once in www.cuny.edu
 - To activate your account, go to New User
 - If you already claimed your account and 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

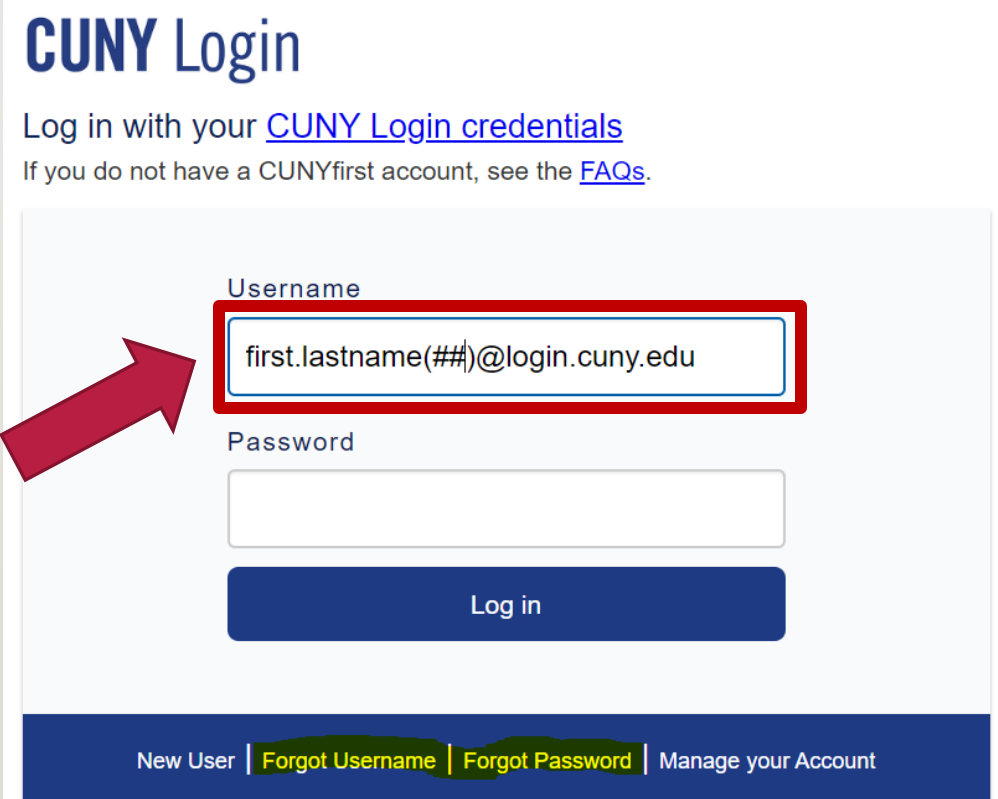
Password

Log in

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

CUNY FIRST 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

CUNY FIRST HOMEPAGE

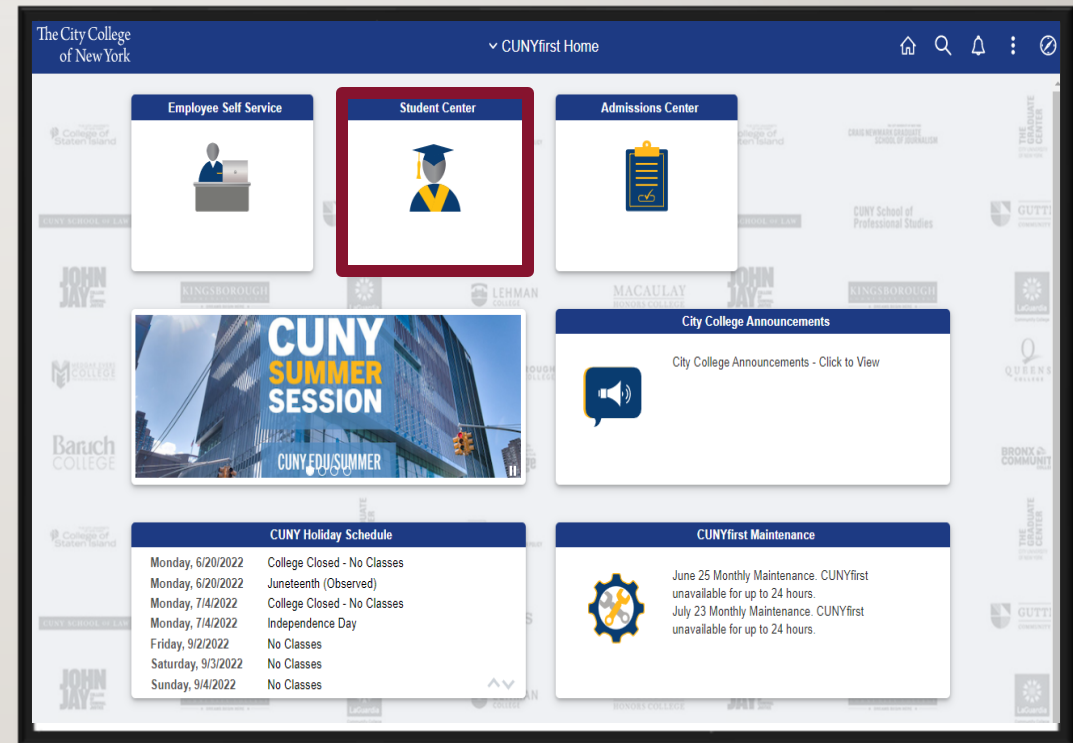
The screenshot displays the CUNY First Home homepage with a dark blue header containing the text "CUNYfirst Home". The main content area is a grid of white tiles with blue headers. The tiles include:

- Employee Self Service**: Features an icon of a person at a computer.
- Student Center**: Features an icon of a graduate.
- WELCOME TO THE new CUNYfirst**: A large blue banner with a yellow sunburst icon.
- City College Announcements**: Includes a megaphone icon and the text "City College Announcements - Click to View".
- CUNY Holiday Schedule**: Features the CUNY logo.
- Apply To CUNY**: Includes an "APPLY" button icon.
- CUNY Alert**: Features the CUNY Alert logo.
- CUNYfirst Maintenance**: Includes a gear icon and text: "May 21 Monthly Maintenance. CUNYfirst unavailable for up to 24 hours. June 25 Monthly Maintenance. CUNYfirst unavailable for up to 24 hours."
- NYS Voter Registration Form**: Includes an icon for "REGISTER TO VOTE. CUNY Votes".
- Vaccination Verification**: An empty white tile.

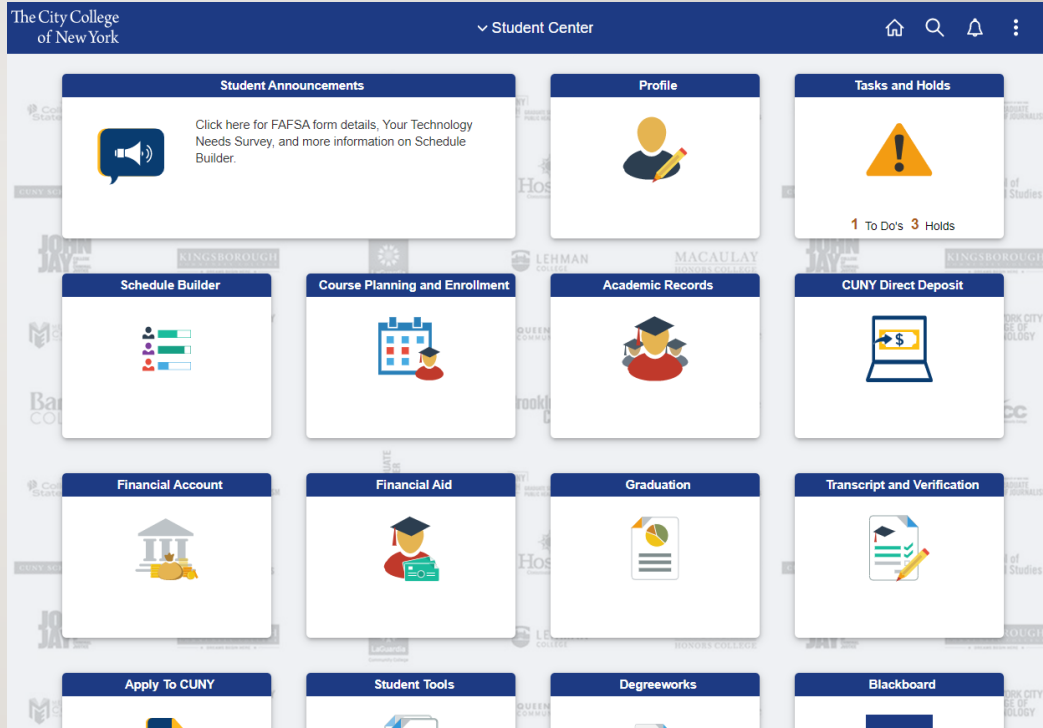
The background of the screenshot is a collage of various CUNY college logos, including Stos, Lehman, Macaulay, Kingsborough, Queens, York, and The City College of New York.

LAUNCH STUDENT CENTER

- Once on CUNY FIRST homepage click on “Student Center”

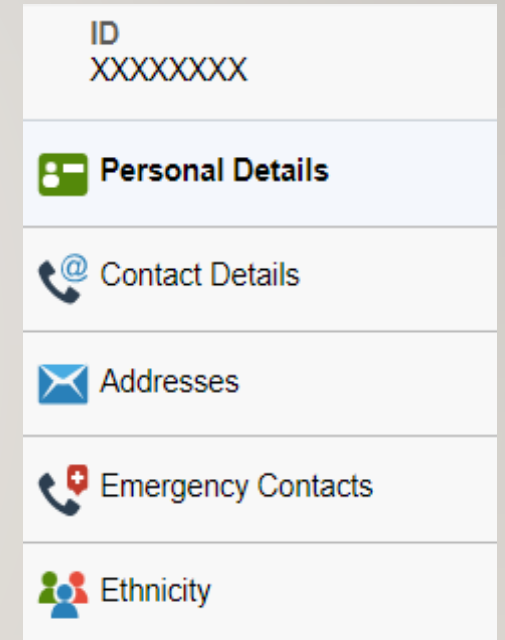
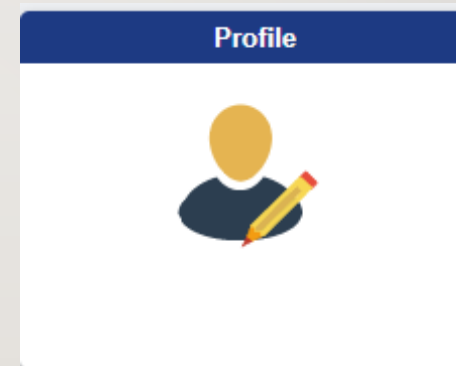


STUDENT CENTER HOMEPAGE



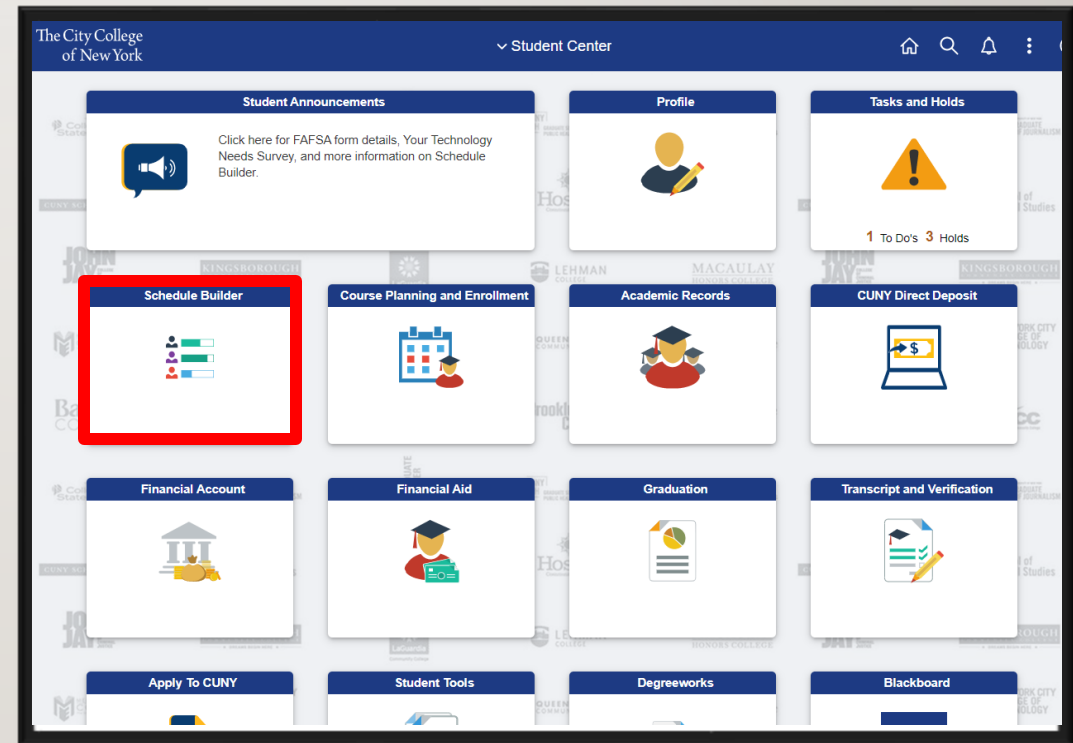
PERSONAL INFORMATION

- Click on "Profile" Section on the Student Center homepage to access and make changes to your personal information.
- Make sure to update your personal email under "Addresses". Your professors and counselors will have access to this and will reach out this way.



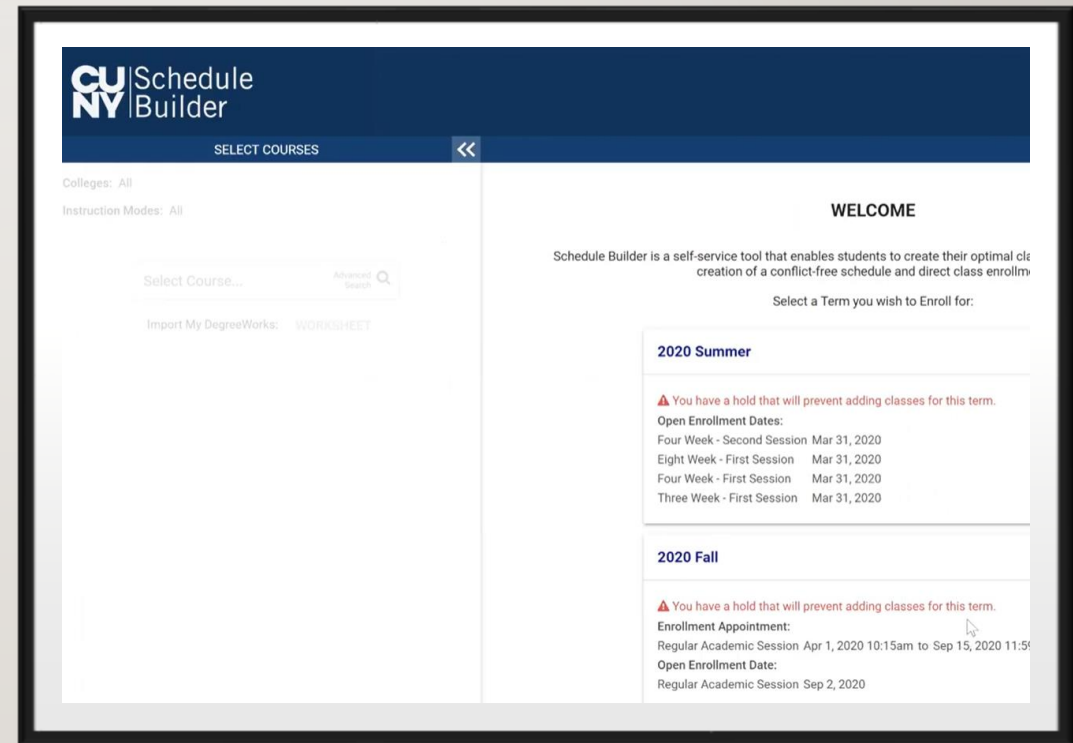
SCHEDULE BUILDER

- To enroll in classes, click on the "Schedule Builder" section on the Student Center homepage.



NAVIGATING SCHEDULE BUILDER

- On the right side, students are given the semesters available for enrollment. Enrollment dates for upcoming terms will be shown under the appropriate semesters.
- Select the semester you wish to enroll in by clicking on the term name.
 - Note: If you have an existing hold, the schedule builder page will notify you of the hold.



SCHEDULE BUILDER

- For incoming freshmen, there will be a sample recommended schedule for you, click on the sample plan.
- The recommended classes will show up on the left, and the schedule results will show up on the right.

The screenshot displays the CUNY Schedule Builder interface. On the left, under 'SELECT COURSES', a list of recommended courses is shown with checkboxes and icons for details or removal. The courses listed are:

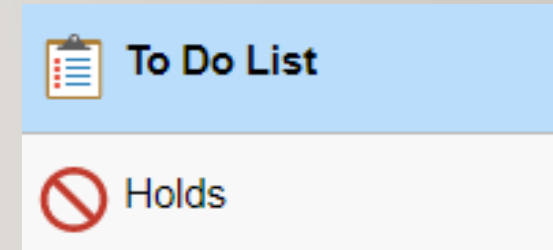
- FIQWS 10008** Individual & Society (Required) - City College
- FIQWS 10108** Composition of Individual & Society (Required) - City College
- NSS 10108** New Freshman Seminar (Required) - City College
- USSD 10100** Development of the U.S. and its People (Recommended) - City College
- SPCH 11100** Foundations of Speech Communication (Recommended) - City College

On the right, under 'SCHEDULE RESULTS', a weekly grid shows the placement of these courses. The grid spans from Monday, August 31, to Friday, September 4. The courses are scheduled as follows:

Time	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4
8 am					
9 am					
10 am	FIQWS 10008 LEC		FIQWS 10008 LEC		
11 am		USSD 10100 LEC	NSS 10108 LEC	USSD 10100 LEC	
12 pm					
1 pm	FIQWS 10108 LEC		FIQWS 10108 LEC		
2 pm		SPCH 11100 LEC		SPCH 11100 LEC	
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					
8 pm					
9 pm					

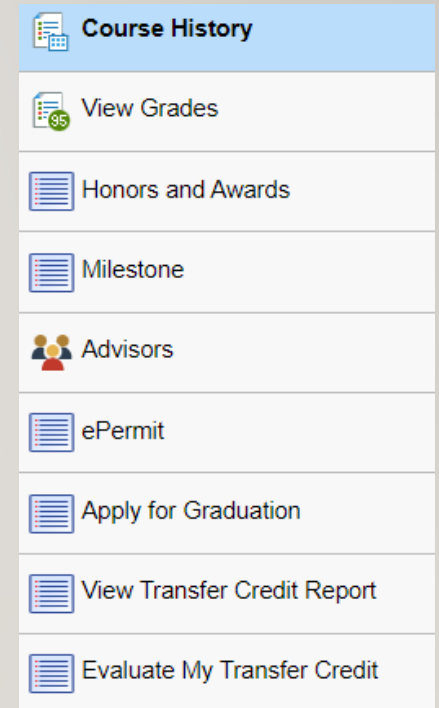
HOLDS

- Click on "Task and Holds" on the Student Center homepage. Then click on "Holds" sub section to see the current holds on your account.
- Holds prevent students from registering, due to not meeting certain requirements. Here are some examples
 - Advisement Required – reach out to your department of major to request advisement
 - SEEK Counselor STOP – reach out to your SEEK counselor to request an appointment.



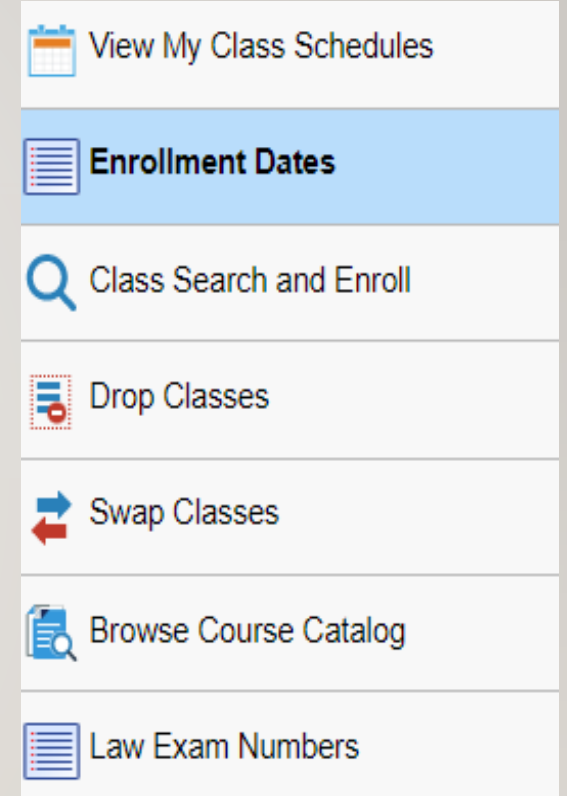
ACADEMIC RECORDS

- Click on " Academic Records" section on the Student Center homepage
- Under the academic record feature, students can view the following:
 - Course History
 - View Grades
 - Honors and Awards
 - Milestone
 - Advisors
 - ePermit
 - Apply for Graduation
 - View Transfer Credit Report
 - Evaluate My Transfer Credit
- Navigate the sub-sections based on the student's preference



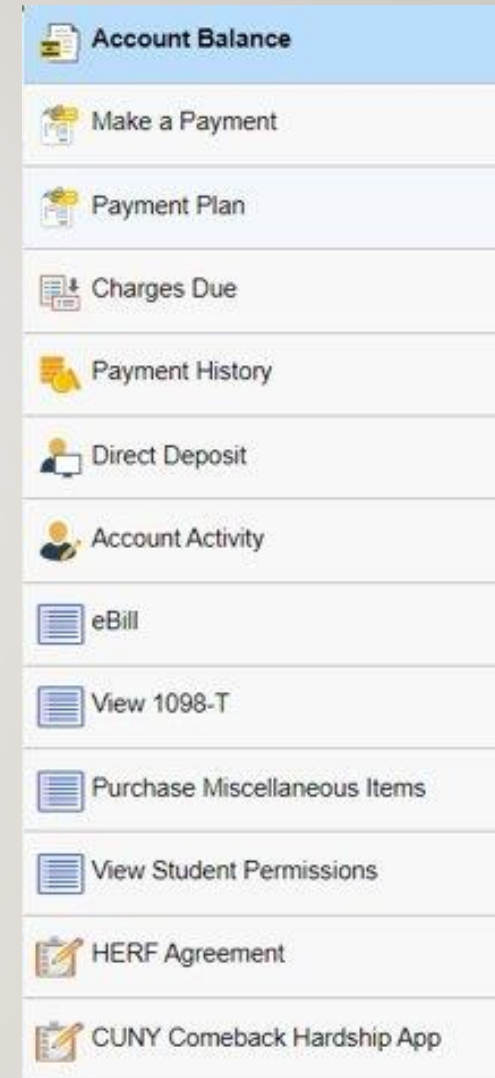
COURSE PLANNING AND ENROLLMENT

- Click on " Course Planning and Enrollment" on the Student Center homepage.
- This section allows students to check their class schedule and browse through the class catalog of other CUNY colleges.
- The following sub sections will also redirect students to Schedule Builder:
 - Class Search and Enroll
 - Drop Classes
 - Swap Classes



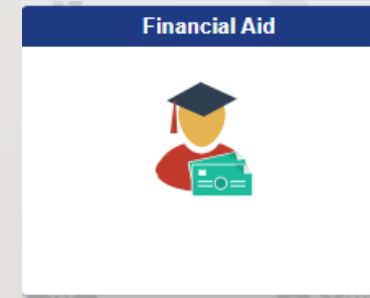
FINANCIAL ACCOUNT

- Click on " Financial Account" on the Student Center homepage
- In this section, students can see their outstanding balance for their classes. Students can also make payments, see payment history, setup direct deposit, and their account activity.



FINANCIAL AID

- Click on " Financial Aid" on the Student Center homepage
- In this section, Students will be able to see their financial aid awards received from FAFSA for the academic year. Students can apply for student loans using the "Direct Loan Processing Form" sub section.



2022-2023 City College	Change
Financial Aid Summary	
Need Summary	
Cost of Attendance	
Expected Family Contribution	
Awards	
Direct Loan Processing Form	
Supplement Form	
FICA	
SNAP Enrollment Verification	

CUNY DIRECT DEPOSIT

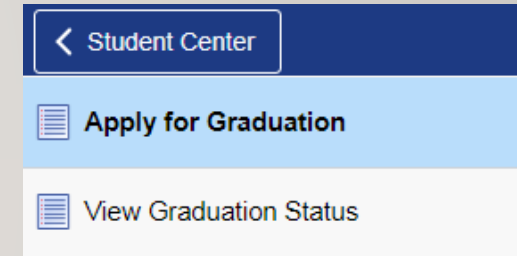
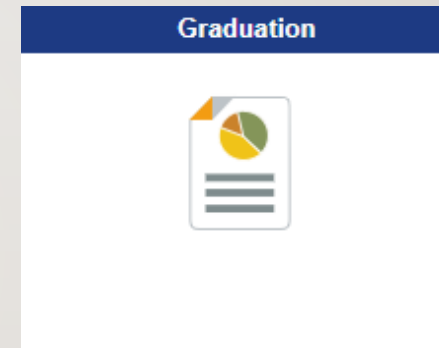
- Click on "CUNY Direct Deposit" under the Student Center homepage.
- This section allows students to set up their bank accounts for direct deposit.

CUNY Direct Deposit



GRADUATION

- Click on " Graduation" under the Student Center homepage
- This section allows students to apply for graduation or view their graduation status.



TRANSCRIPT AND VERIFICATION

- Click on "Transcript and Verification" under the Student Center homepage
- This section allows students to view their unofficial transcript or request official transcript.

