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.
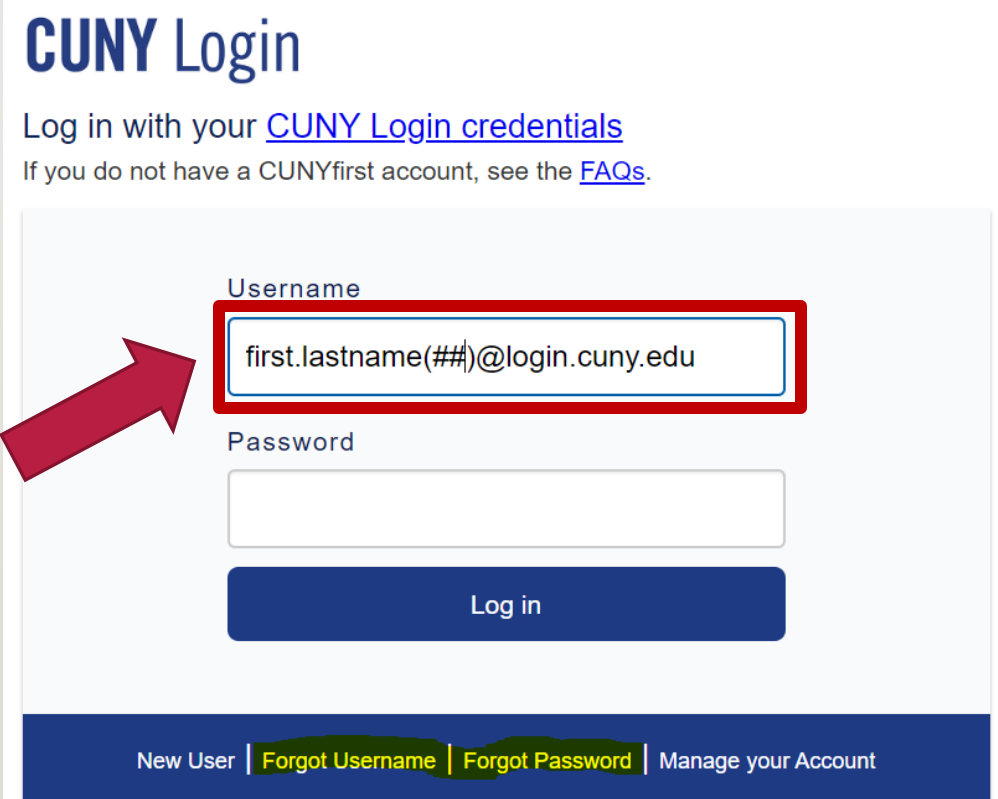
Username

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

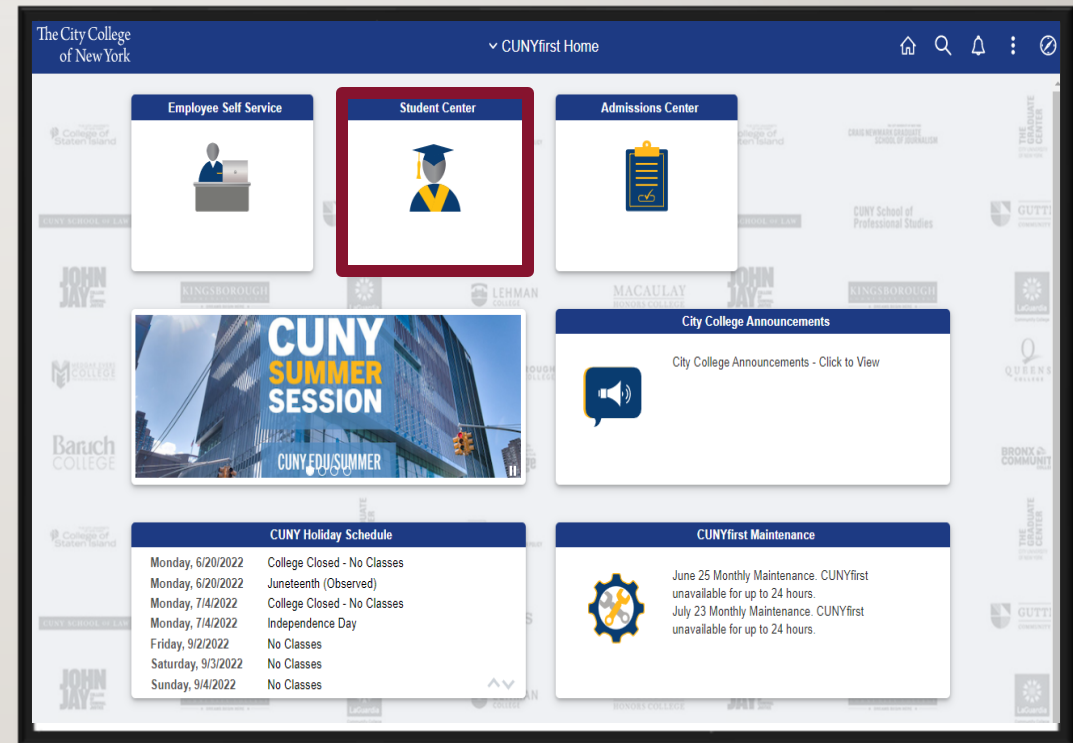New User | Forgot Username | Forgot Password | Manage your Account

CUNY FIRST HOMEPAGE

LAUNCH STUDENT CENTER

- Once on CUNY FIRST homepage click on "Student Center"

STUDENT CENTER HOMEPAGE
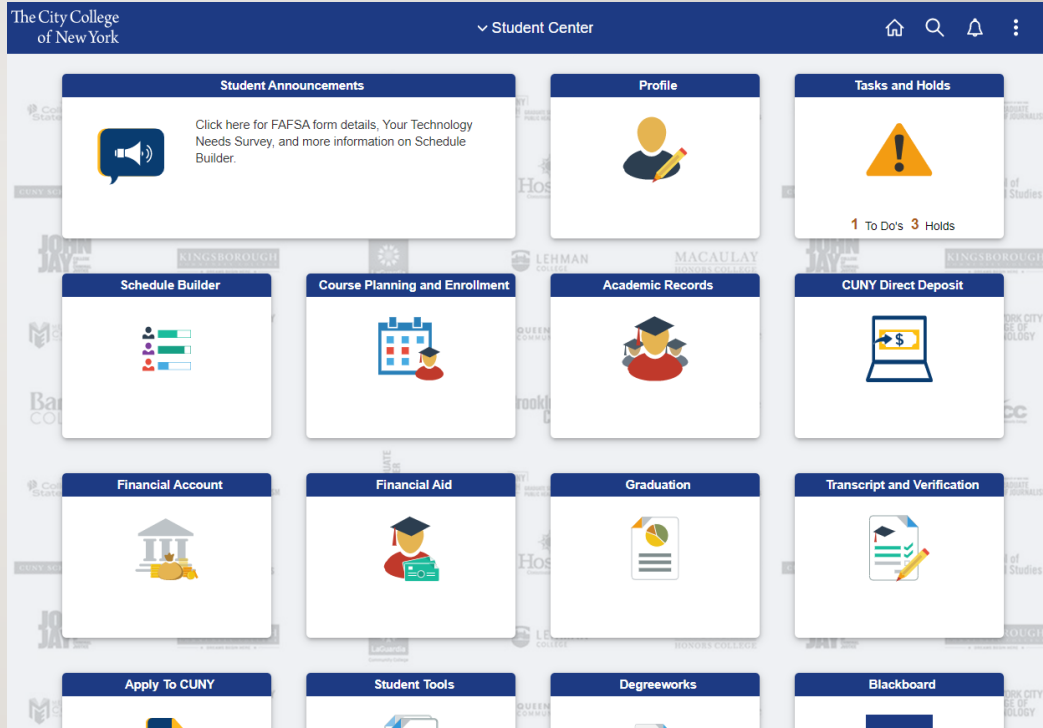
PERSONAL INFORMATION

- Click on "Profile" Section on the Student Center homepage to access and make changes to your personal information.

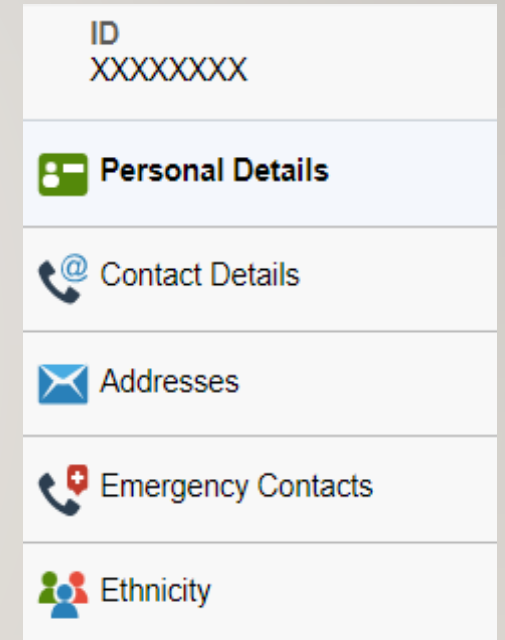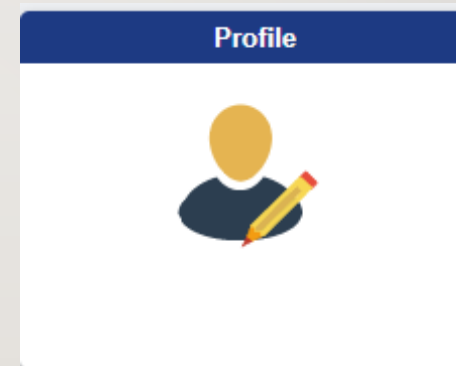- Make sure to update your personal email under "Addresses". Your professors and counselors will have access to this and will reach out this way.

Profile

ID
XXXXXXXX

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

SCHEDULE BUILDER

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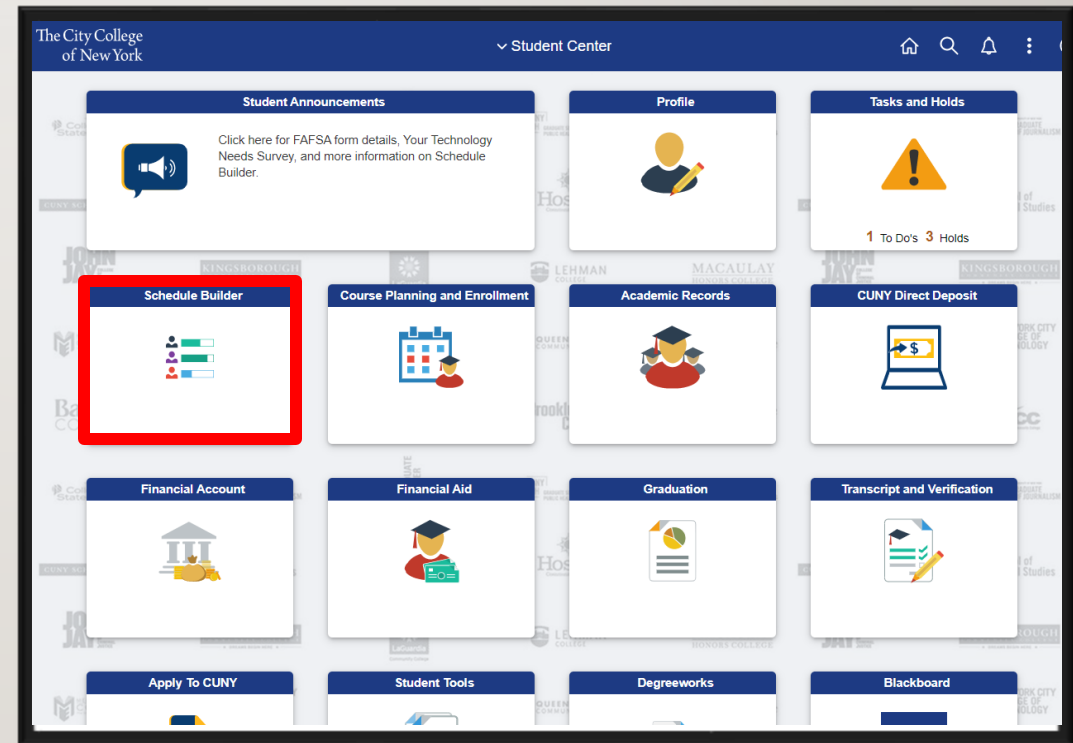
NAVIGATING SCHEDULE BUILDER

- 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.
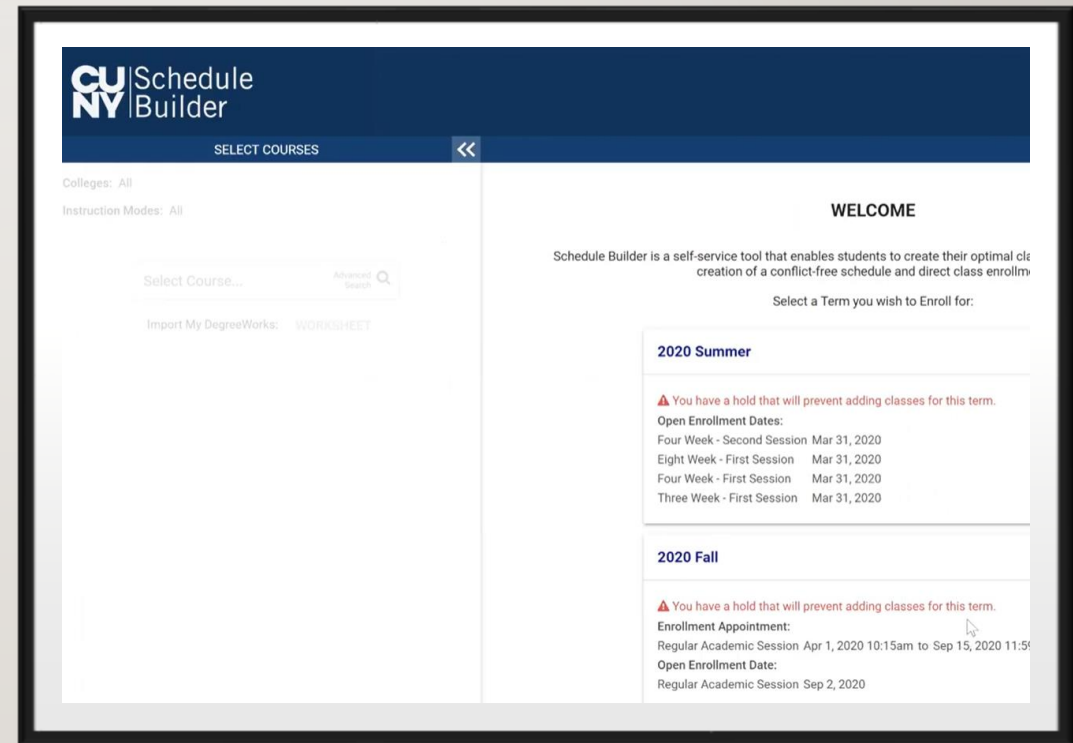
SCHEDULE BUILDER

- 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.

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.
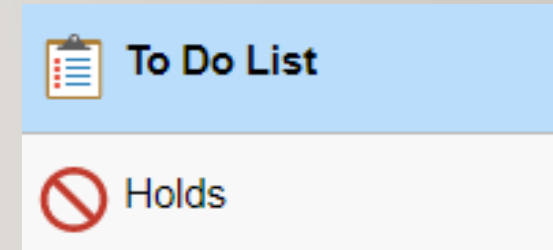
ACADEMIC RECORDS

- 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
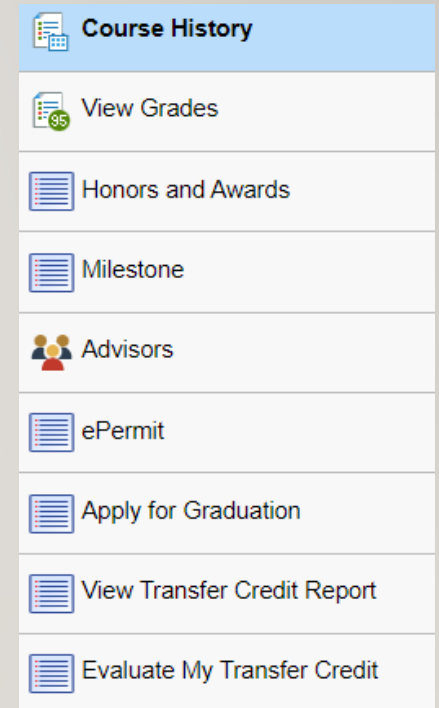
COURSE PLANNING AND ENROLLMENT

- 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.
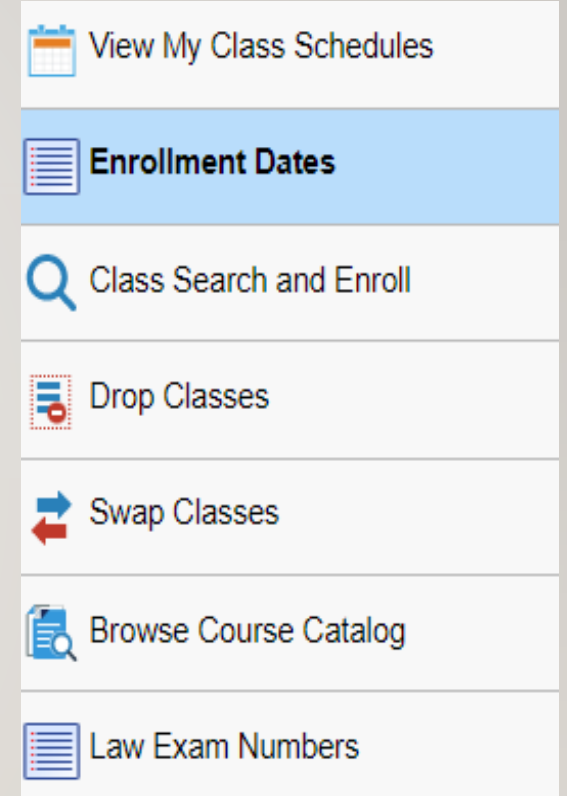
- The following sub sections will also redirect students to Schedule Builder:
  - Class Search and Enroll
  - Drop Classes
  - Swap Classes

Course Planning and Enrollment

📅 View My Class Schedules

📋 **Enrollment Dates**

🔍 Class Search and Enroll

📋 Drop Classes

➡️ Swap Classes

📋 Browse Course Catalog

📋 Law Exam Numbers

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 Account

Account Balance
Make a Payment
Payment Plan
Charges Due
Payment History
Direct Deposit
Account Activity
eBill
View 1098-T
Purchase Miscellaneous Items
View Student Permissions
HERF Agreement
CUNY Comeback Hardship App
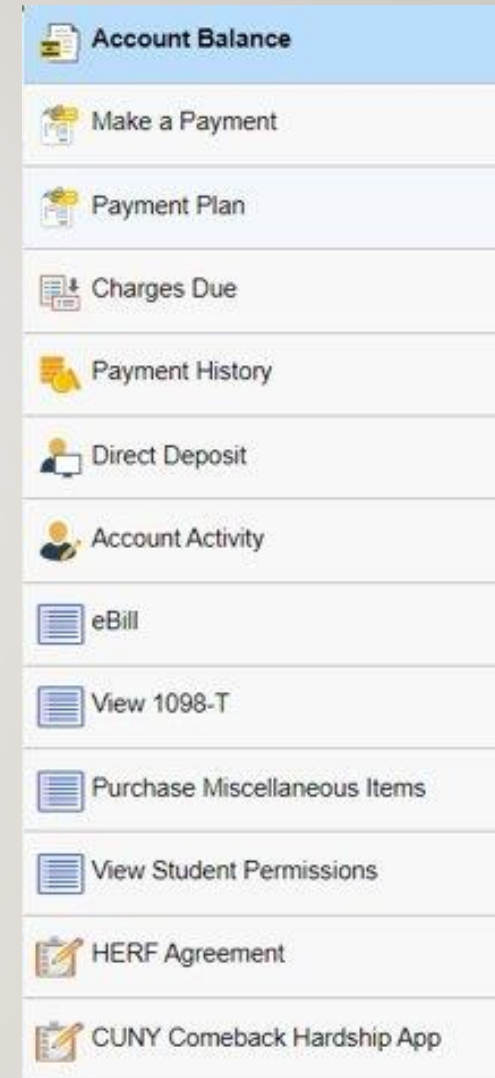
FINANCIAL AID

- 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.
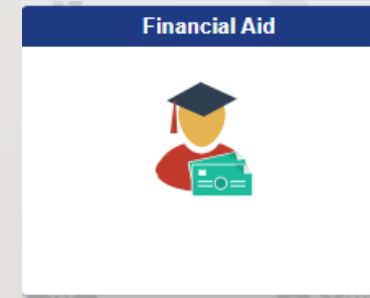
Financial Aid

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
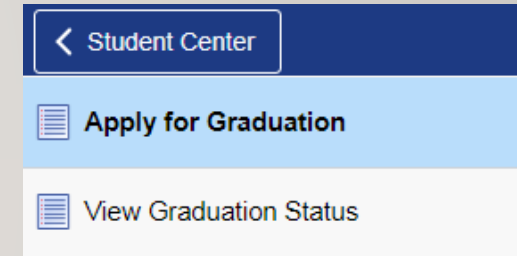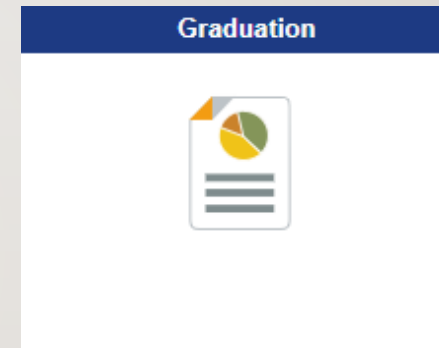
CUNY DIRECT DEPOSIT

- Click on "CUNY Direct Deposit" under the Student Center homepage.

- This section allows students to set up their bank accounts for direct deposit.

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.