

Office of the Registrar

How to View & Assign Class Permissions in CUNYfirst 9.2

Faculty Instructions

**Faculty may view and assign student specific permissions for classes
online via CUNYfirst.**

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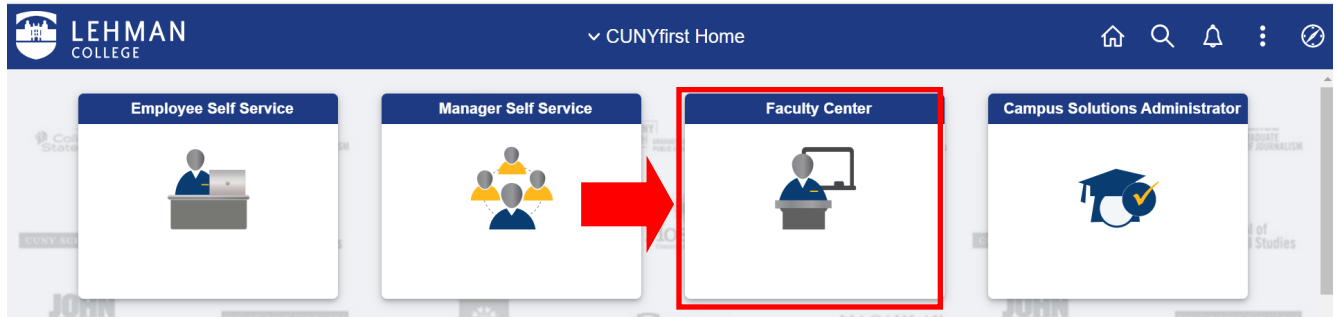
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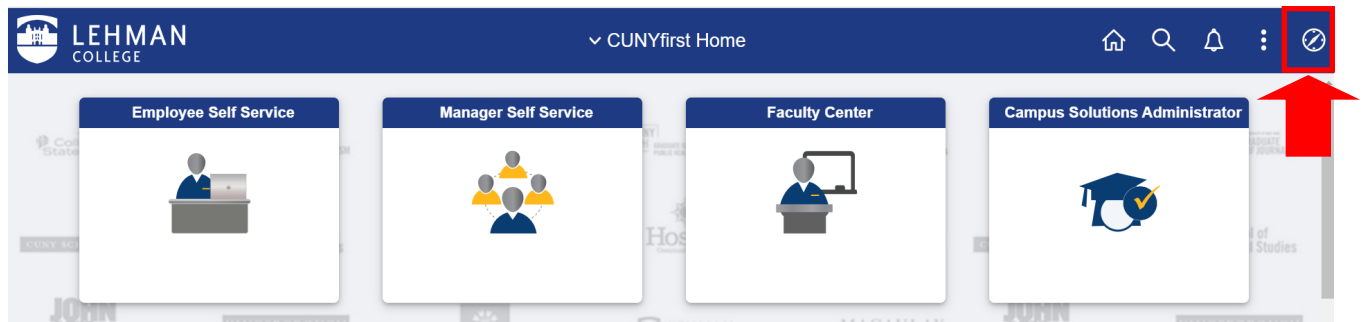
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HOW TO VIEW CLASS PERMISSIONS IN CUNYFIRST

1. Log onto [CUNYfirst](#) and from your **CUNYfirst Home** Page, click on the “**Faculty Center**” file



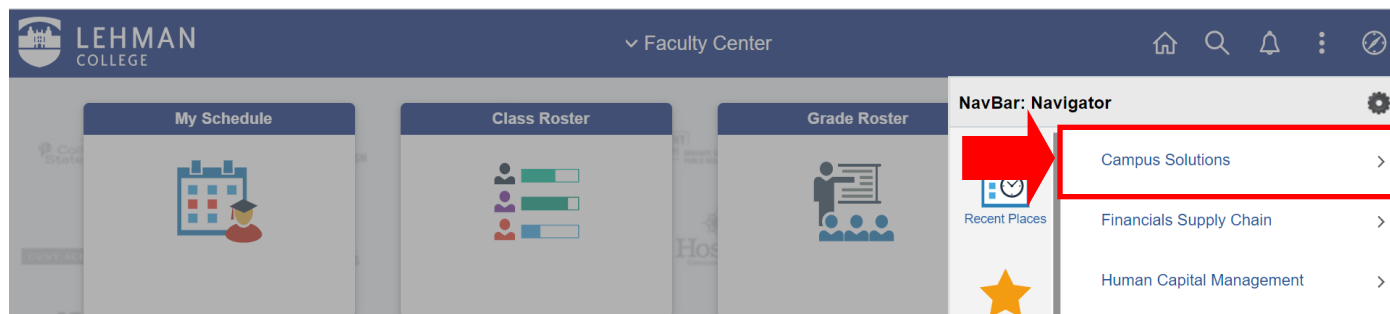
2. From your Faculty Center, click on the **NavBar**, located on the top right-hand side of the page



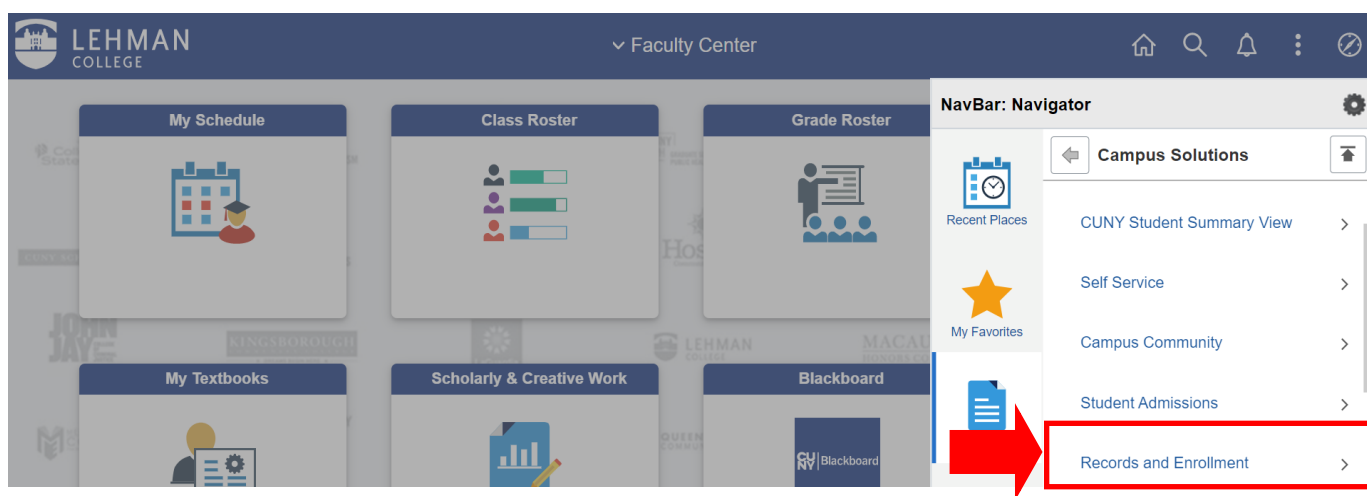
3. Once the NavBar is open, click on “**Navigator**”



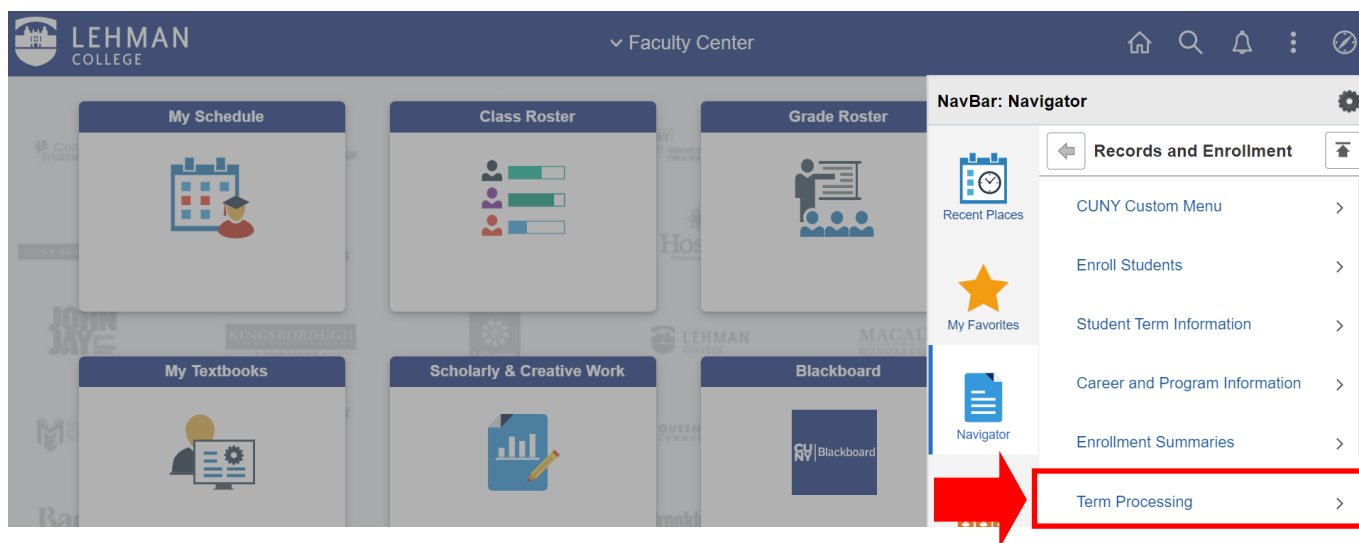
4. Click on “**Campus Solutions**”



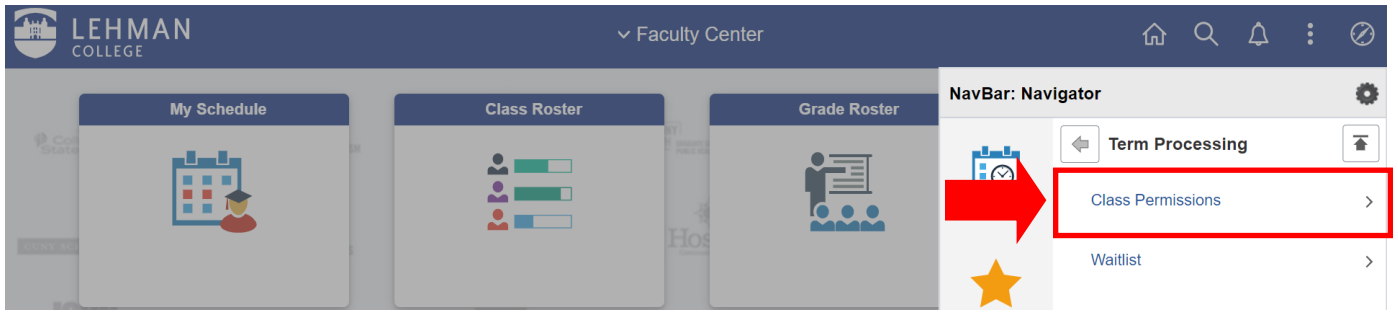
5. Click on “**Records and Enrollment**”



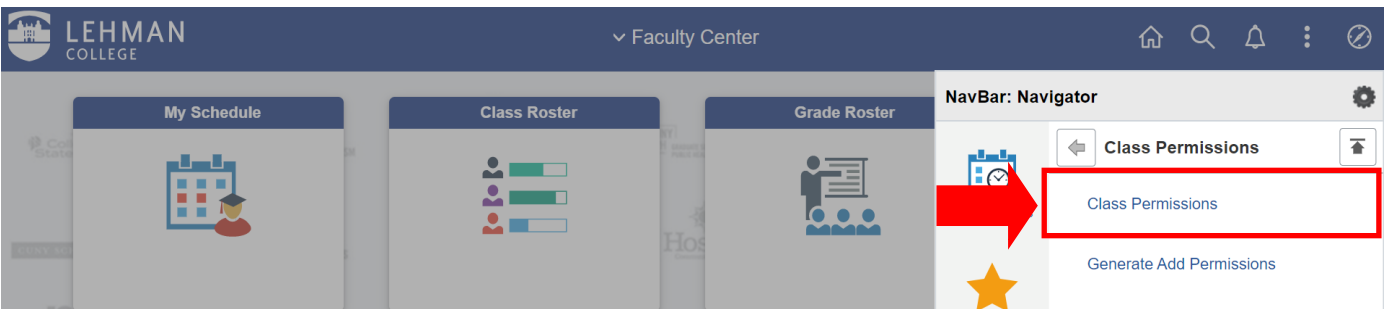
6. Click on “**Term Processing**”



7. Click on “**Class Permissions**”

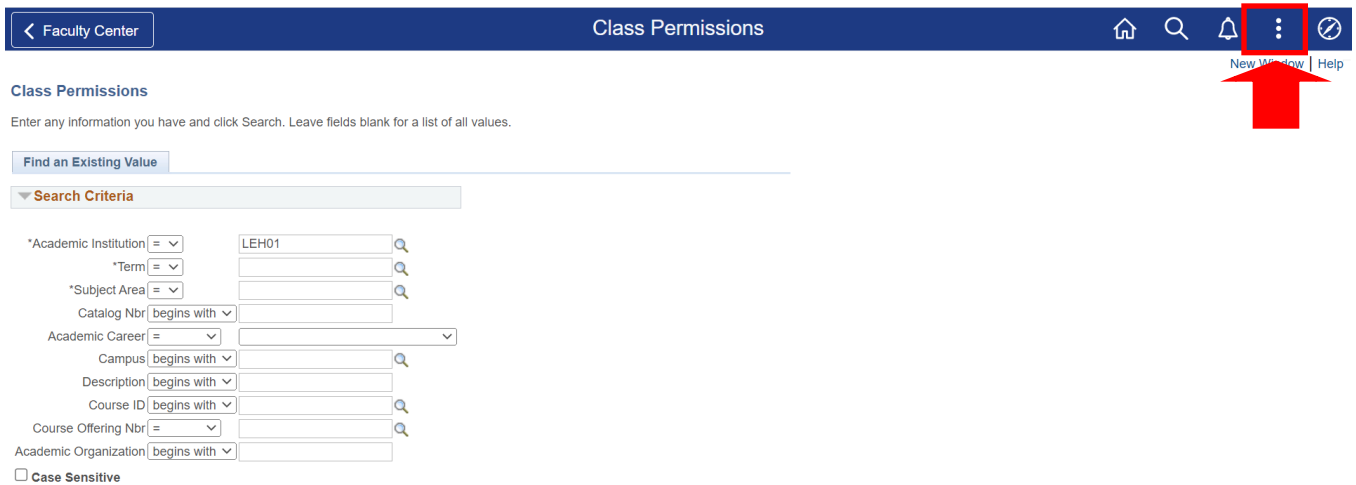


8. Click on “**Class Permissions**” again

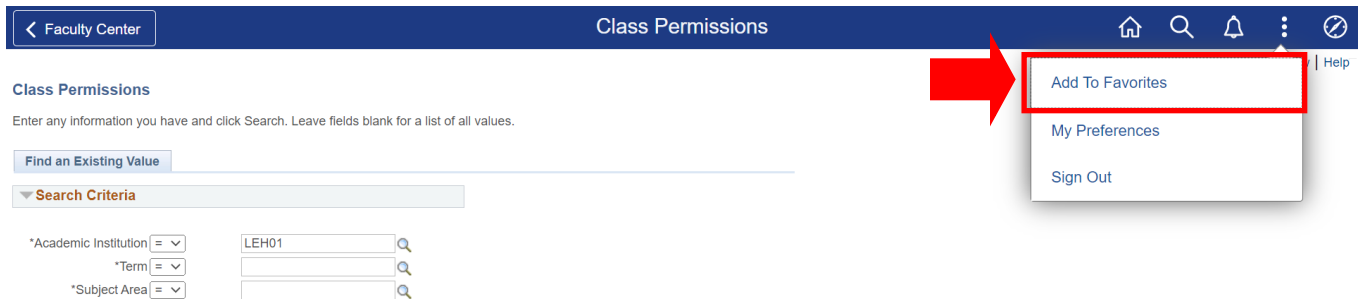


9. You will now be on the Class Permissions Page. From here, you can add this page to your “**Favorites**” to create a short-cut for future use.

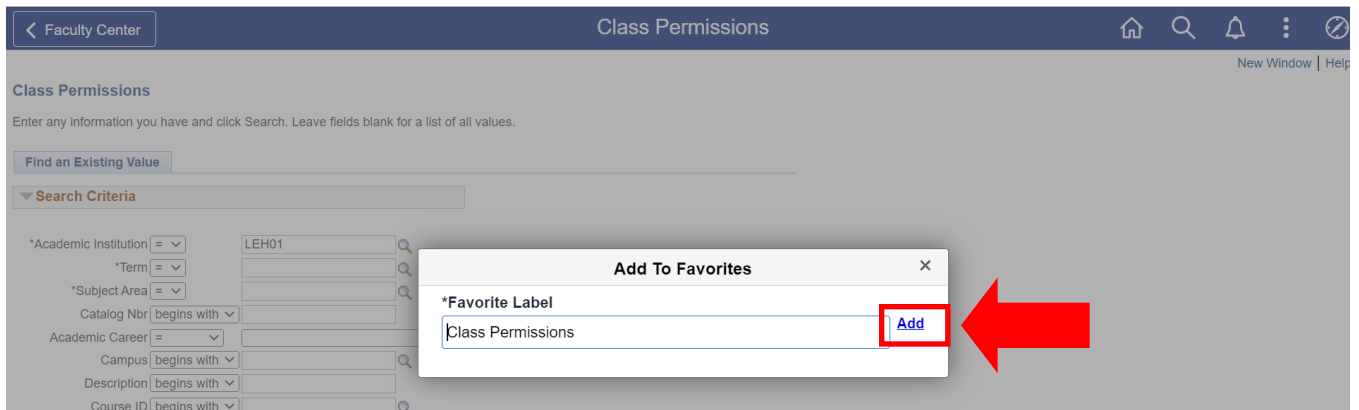
Click on the three dots located on the top right-hand side of the page to add this page to your **Favorites**



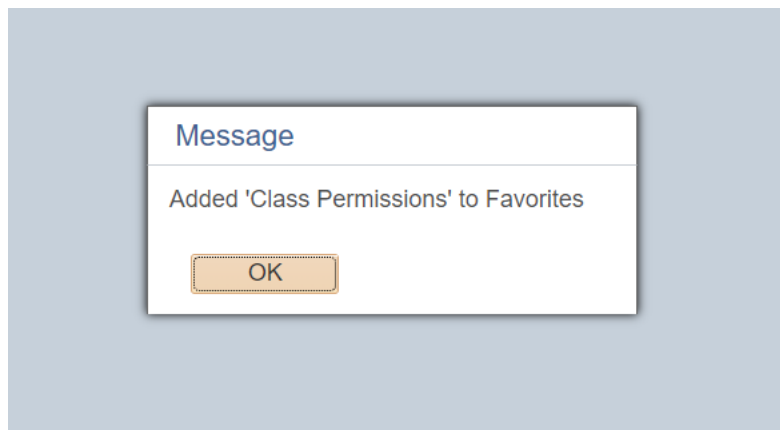
10. Click on “Add to Favorites”



11. Click on “Add”

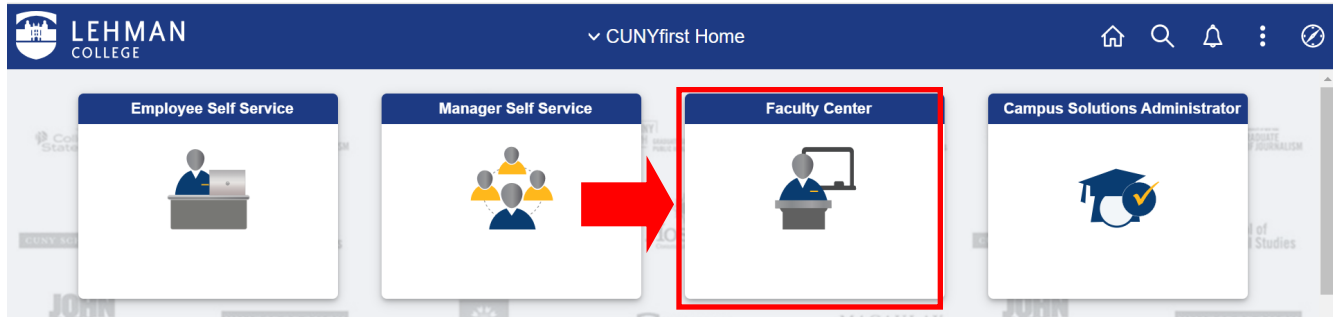


12. Once you click on “Add” you will receive a confirmation message that the page has been added to Favorites.

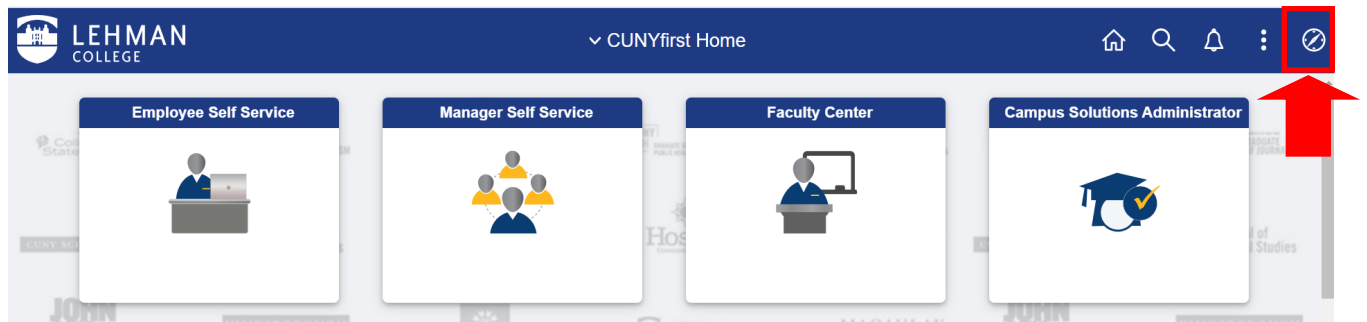


HOW TO VIEW YOUR SAVED FAVORITES

1. Log onto [CUNYfirst](#) and from your **CUNYfirst Home** Page, click on the “**Faculty Center**” file



2. From your Faculty Center, click on the **NavBar**, located on the top right-hand side of the page



3. Once the NavBar is open, click on “**My Favorites**”



4. Once you click on My Favorites, you may look for “**Class Permissions**”



5. Once you click on Class Permissions, you will be brought to the Class Permissions Page

[← Faculty Center](#) **Class Permissions**

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

*Academic Institution =

*Term =

*Subject Area =

Catalog Nbr

Academic Career =

Campus

Description

Course ID

Course Offering Nbr =

Academic Organization

Case Sensitive

HOW TO ASSIGN CLASS PERMISSIONS IN CUNYFIRST

1. From the Class Permissions Page, type in the **Academic Institution** (For Lehman College type in **LEH01**), respective **Term** (i.e. 1229– Fall 2022, 1226– Summer 2022), **Subject** (i.e. ENG– English), and **Catalog Number** (i.e. 223). Then click on “**Search.**”

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

*Academic Institution = LEH01

*Term = 1226

*Subject Area = ENG

Catalog Nbr begins with 223

Academic Career =

Campus begins with

Description begins with

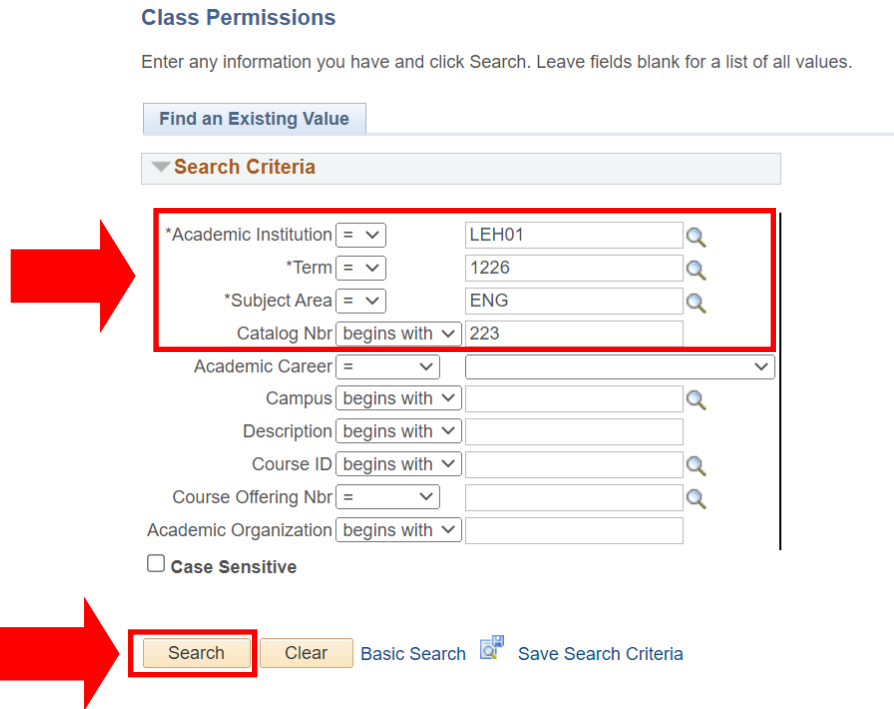
Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Case Sensitive

Search **Clear** Basic Search Save Search Criteria



2. Make sure you are on the “**Permission to Add**” Tab (you will be defaulted to this tab)

Permission to Add | Permission to Drop

Course ID 100545 Course Offering Nbr 1

Academic Institution Lehman College

Term 2022 Summer Term Undergrad

Subject Area ENG ENG - English

Catalog Nbr 223 English Literature

Class Section Data Find | View All First 1 of 1 Last

Session 4W1 Four Week - First Class Nbr 7911 Class Status Active

Class Section A01A Class Type Enrollment Section

Component Lecture Instructor

Student Specific Permissions

Enrl Cap: 25 Tot Enrl: 14

Wait Cap: 10 Wait Tot: 0

Defaults

Expiration Date 06/06/2022

Permission Valid For

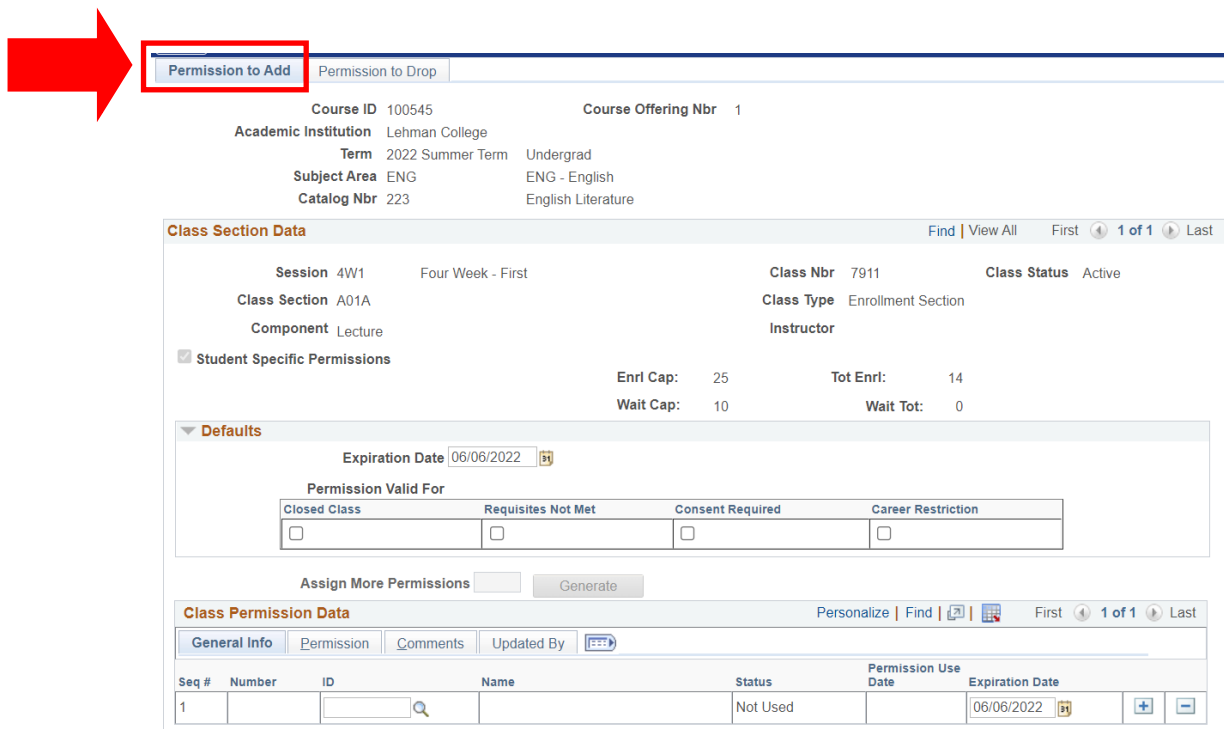
Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions Generate

Class Permission Data Personalize | Find First 1 of 1 Last

General Info | Permission | Comments | Updated By

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1				Not Used		06/06/2022



3. If there is more than one section being offered, click on the **Arrow** until you are on the correct **Class Session/Session**

Class Section Data Find | View All First 1 of 4 Last

Session 4W1 Four Week - First Class Nbr 7927 Class Status Active
 Class Section A03A Class Type Enrollment Section
 Component Lecture Instructor

Student Specific Permissions

Enrl Cap: 25 Tot Enrl: 3
 Wait Cap: 10 Wait Tot: 0

Defaults

4. Under the **General Info** tab, you may type in a student's EMPLID OR click on the Magnifying Glass to search for a student by Name.

Permission to Add | Permission to Drop

Course ID 100545 Course Offering Nbr 1
 Academic Institution Lehman College
 Term 2022 Summer Term Undergrad
 Subject Area ENG ENG - English
 Catalog Nbr 223 English Literature

Class Section Data Find | View All First 1 of 1 Last

Session 4W1 Four Week - First Class Nbr 7911 Class Status Active
 Class Section A01A Class Type Enrollment Section
 Component Lecture Instructor

Student Specific Permissions

Enrl Cap: 25 Tot Enrl: 14
 Wait Cap: 10 Wait Tot: 0

Defaults

Expiration Date 06/06/2022

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info | Permission | Comments | Updated By

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		12345678		Not Used		06/06/2022

Look Up ID Help

ID begins with
 Campus ID begins with
 National ID begins with
 Last Name begins with
 First Name begins with

[Basic Lookup](#)

Searching this table may take a long time. Enter values above before requesting Lookup.

7. Click on “Save”

Class Section Data Find | View All First 1 of 1 Last

Session 4W1 Four Week - First Class Nbr 7911 Class Status Active
Class Section A01A Class Type Enrollment Section
Component Lecture Instructor

Student Specific Permissions
Enrl Cap: 25 Tot Enrl: 14
Wait Cap: 10 Wait Tot: 0

Defaults
Expiration Date 06/06/2022

Permission Valid For

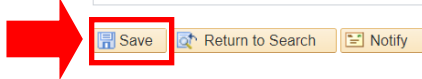
Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions Generate

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info **Permission** Comments Updated By

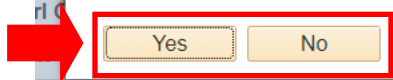
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1		12345678	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> + -



8. Once you click on Save, a Message will pop-up asking if you would like to apply this permission to all sections of the course. If you would like the student to have permission for all sections of the course, click on “Yes.” If you would like the student to have permission for a single section of the course, click on “No.”

Message

Would you like to apply class permission for this student for all sections of this course? (30002,211)



9. To give permission to additional students, you may click on the “+” icon and follow the same steps.

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info **Permission** Comments Updated By

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1				Not Used		06/06/2022

+ -

