A guide on how submit grades on CUNY First

After you claim your CUNY First account

• Log In
• Go to Campus Solutions
• Go to Self Service
• Go to Faculty Center
• Go to My Schedule
• Go to Change Term (make sure it is on the correct term, if it is then leave it)
• You should see your class listed – click on the people icon on the left
• You should see where you can submit grades. You should use the drop down to select the grades.
• On the slight top right there will be another drop down where you can “save and return to finish later” or “submit to registrar”.
• Once you submit to registrar – go to the bottom right and click on post
• You will then see the permanent grade registered under the official grade column.

You can also go here for more help: http://support.ccny.cuny.edu/cunyfirst/#
Or call CUNY First Helpline 212.650.8080