HOW TO ACCESS: ALL YOUR STUDENT ACCOUNTS IN LESS THAN 10 STEPS!

HOW TO ACCESS: CUNYFIRST

1) Go to **cuny.edu** >> log in link>>
2) Select "**CUNYFirst**"
3) Click "new user"
4) Fill out all information requested
5) Fill out all security questions
6) Password should have
   a. 1 uppercase letter/s
   b. Lower case letter/s
   c. Number
   d. Symbol
   e. Between 8 and 13 characters long.
   f. Example: p@ssword123
7) Username is provided at the end: firstname.lastname(00)- 2 numbers at the end of your CUNY EMPL ID
8) Log in

HOW TO: SEARCH FOR A WRITING INTENSIVE COURSE

1) **LOG ON TO CUNYFirst>> Student Center>> Search for Classes**
2) Set **term** you'd like to enroll for (ie: FALL 2018)
3) Select **Subject>> Course number (if being specific)**
4) Select **Course Attribute** drop down menu
5) Scroll down>> select **Writing Intensive**
6) Search.

Note1: Writing Intensive courses are offered during the 12-week **FALL** and **SPRING** Semesters

2: ENG 1200 and 2400 **are NOT** Writing Intensive courses

HOW TO ACCESS: BLACKBOARD

1. Go to **cuny.edu**>> log in link

2. Select "**Blackboard**"

3. You will log in with CUNYFirst credentials (firstname.lastname12@login.cuny.edu and CUNYFirst password- see how to access: CUNYFirst for more info)

HOW TO ACCESS: DEGREEWORKS

1) Go to **cuny.edu** >> log in link

2) Select "**DegreeWorks**"

3) Click on the "**sign in to DegreeWorks here**" link

4) Login to DegreeWorks using your CUNYFirst credentials- firstname.lastname12@login.cuny.edu and CUNYFirst password

If you receive an error message, please contact the **Student Helpdesk** at: **(718) 368-6551**

KINGSBOROUGH
COMMUNITY COLLEGE

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HOW TO: REGISTER FOR CLASS USING CUNYFIRST

1. Have your CUNYFirst account set up (see how to access: CUNYFirst).
2. Log in: home.cunyfirst.cuny.edu
3. Click on: **"student center"**; personal homepage will appear
4. Click **"search for classes"** on top right.
5. **Option 1:**
   A. Search by **subject** (labor studies, history, or politics, click search at bottom)
   B. Click **"select"** on desired course
   C. Add to shopping cart by clicking **"next"**
   D. Click **"enroll"** on top of page
   E. Click **"proceed to step 2 of 3"** and **"finish enrolling"**
6. **Option 2:**
   A. Follow step 4 and then click "enroll"
   B. Insert 5-digit course code to add to shopping cart and click **"enter"**
   C. Click **"proceed to step 2 of 3"** and **"finish enrolling"**
7. You are enrolled. Either option you use should get you registered.

HOW TO: DROP A COURSE

1) On your student center: **click drop down menu on academics,** click- **enrollment: drop**
2) Select course **you would like to drop** from the courses you are registered for>> **click checkbox and click green DROP SELECTED CLASS**
3) Confirm drop by clicking **"FINISH DROPPING"**
4) Your class has been dropped.

HOW TO: CHECK YOUR GRADES ON CUNYFIRST

1. Log in: home.cunyfirst.cuny.edu
2. On **"CUNYFirst menu"**, click on **"student center"** – personal homepage will appear
3. In **"academics"** tab, click on dropdown menu (other academic...) To show options
4. Click **"grades"**
5. Grades will appear. Click green **"change term"** button to view a different semester.

HOW TO: SWAP A COURSE

1. On your student center: **click drop down menu on academics,** click- **enrollment: swap**
2. Select the course to swap, provide new course (either a class search, course code, or from the shopping cart) and click **select**
3. Confirm swap with new course by clicking **finish swapping**

If you receive an error message or encounter problems, please contact the **Student Helpdesk** at: **(718) 368-6551**