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 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: 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: 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

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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: 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