

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: 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**

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