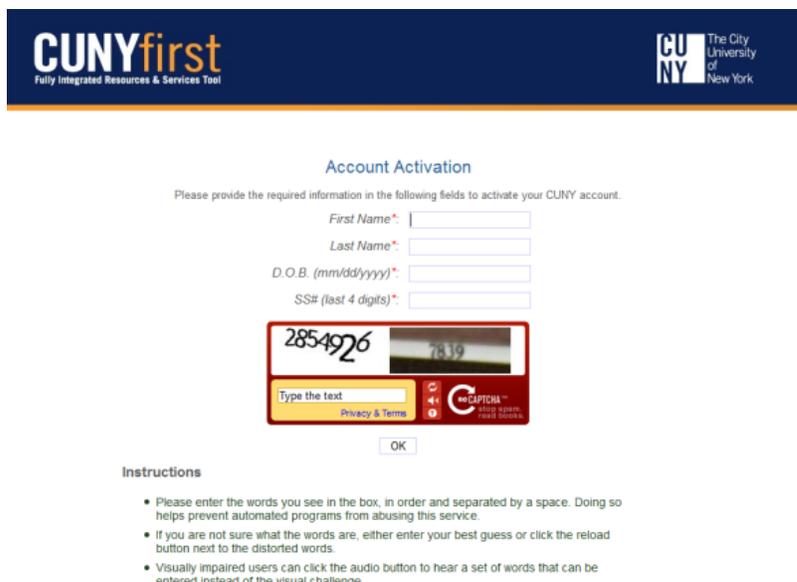


To Be Completed Before Attending A Training Session

1. Claim your Simulation account by going to
 - a- <https://cnyeptst.cunyfirst.cuny.edu>
 - b- Click on First Time Users



- c- Follow the directions on the screen



2. One of two things will happen next

- a. You are successful => You get a screen with your Username & Empl. I.D.



- b. It was NOT a success and the message reads that User Not Found



- Take a screen shot and send it in an email to the ASL Team
- asl@ccny.cuny.edu
- The update may take a number of days because it must be approved by the Registrar et al.