## Quick Guide: Obtaining Student ID

## Last update: 5 March 2014 by JAE

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu

ENTERPRISE MENU	Ø =
N Self Service	
- HR / Campus Solutions	
- Instsolutions Knowledge Base	

- 2. You will get a popup window with more options.
- 3. Click on **CUNY Student Summary View**
- 4. Click on Student Summary View
- 5. Enter the student's First and Last name

Note: You can search by using the "National ID" (SSN) if you have the information available. Change the "begins with" to "contains" if using the last 4 digits of the SSN

- 6. Click Search
- 7. You will see a list of students, you can copy the ID from the search results page, you can also click on the name of the student to view the summary

Note: Only current active CCNY students will be shown

Menu 🗖	
Search: > My Favorites > CUNY Student Summary View - Student Summary View > Self Service > Manager Self Service > Recruiting	Student Summary View - Campus         Enter any information you have and click Search. Leave fields blank for a list of all values.         Find an Existing Value         Maximum number of rows to return (up to 300):         300
<ul> <li>▷ Campus Community</li> <li>▷ Records and Enrollment</li> <li>▷ Curriculum Management</li> <li>▷ Student Financials</li> <li>▷ Set Up HRMS</li> <li>▷ Set Up SACR</li> <li>▷ Worklist</li> <li>▷ Reporting Tools</li> <li>▷ PeopleTools</li> <li>- <u>firstSolutions Knowledge</u></li> </ul>	National ID:       begins with -         Last Name:       begins with -         Ipsum         First Name:       begins with -         Lorem         Case Sensitive         Search       Clear         Basic Search       Save Search Criteria
Base	First © 1-4 of 4 D Last         Issue of Birth National ID NID Short Description       Last Name First Name Middle Name         ID       Name       Gender Date of Birth National ID NID Short Description       Last Name First Name Middle Name         I2345678       IPSUM, LOREM       Male       03/14       ***_**-2116       SSN       IPSUM       LOREM       I         12345678       IPSUM, LOREM       Male       03/14       ***_**-9236       SSN       IPSUM       LOREM       I         12345678       IPSUM, LOREM       Male       10/02       ***_**-5541       SSN       IPSUM       LOREM       I         12345678       IPSUM, LOREM       Male       10/12       ***_**-8313       SSN       IPSUM       LOREM       I

8. You can copy the ID from the summary page as well located at the top right hand corner

Menu 🗖					
Search:					
▷ My Favorites ▷ CUNY	Lorem Ipsum ID: 12345678				
CUNY Student Summary View Student Summary View Self Service	Birthdate: 03/14	National ID: ***-**-9236			
> Manager Self Service	Affiliation Information				
Recruiting	Description	Institution			
Records and Enrollment	Student	Hunter College			

## **Alternate Approach**

1. If you have access to Advisor Center in CUNYfirst, you can also obtain the student ID by looking up the student in **My Advisees** by clicking on **View Data for Other Students** 

▷ My Favorites	Faculty Center	Advisor Center		Search			
▷ CUNY ▷ CUNY Student Summary View	my advisees student center	general info	transfer credit	academics			
Self Service     Personal Information     Job Information     Payroll and Compensation     Learning and Development     Recruiting Activities     Class Search / Browse     Catalog     Academic Planning     Enrollment     Campus Finances     Campus Personal     Information     Academic Records     Degree     Progress/Graduation	Academic Records Degree Personal Information Job Information Payroll and Compensation Learning and Development Recruiting Activities Class Search / Browse Castalog Academic Planning Enrollment Campus Finances Caspus Personal Information Academic Records						
Fransfer Credit Faculty Center	Faculty Center Advisor Center Search						
Advisor Center     Advises     Advises     Advises     Advise     Advis     Advise     Advise     Advise     Adv	<u>My Advisees</u> <u>Student Center</u> <u>General Ir</u>	ifo <u>Transfer Credit</u> <u>Ac</u>	ademics				

2. If there is more than one student listed, you can obtain the ID from the initial search list

Advisee's	Advisee's Student Center								
Enter any info	Enter any information you have and click Search. Leave fields blank for a list of all values.								
Find an Exi	isting Value								
Maximum nu	mber of rows to	return (u	p to 300): 30	0					
ID:	begins with $~$			Q					
Campus ID:	begins with $\ {\  \  \  \  \  \  \  \  \  \  \  \  \$								
National ID:	begins with $~$ $ au$								
Last Name:	begins with $~$	lpsum							
First Name:	begins with $\ {\  \  \  \  \  \  \  \  \  \  \  \  \$	Lorem							
Case Ser	Case Sensitive								
Search	Clear Bas	ic Searc	h 📄 <u>Save S</u>	earch Crite	ria				
Search Results									
View All							Firs	it 🚺 1-19 of	f 19 📘 Last
ID N	ame	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	<u>First Name</u>
12345678 I	psum, Lorem	Male	10/21	(blank)	*****4232	<u>USA</u>	<u>SSN</u>	Ipsum	Lorem
98765421 I	psum, Lorem	Male	04/27	(blank)	*****4124	USA	SSN	Ipsum	Lorem

3. However, if there is a unique name, you can view the **Demographic Data** and ID is listed as the first item in the Demographic Information



Advisee Demographic Information					
Lorem Ipsum					
ID	12345678				
Gender	Male				
Date of Birth	10/21				
Birth Country					
Birth State					
Marital Status	Unknown				
Military Status					