U1 Faculty

YOUFIRST
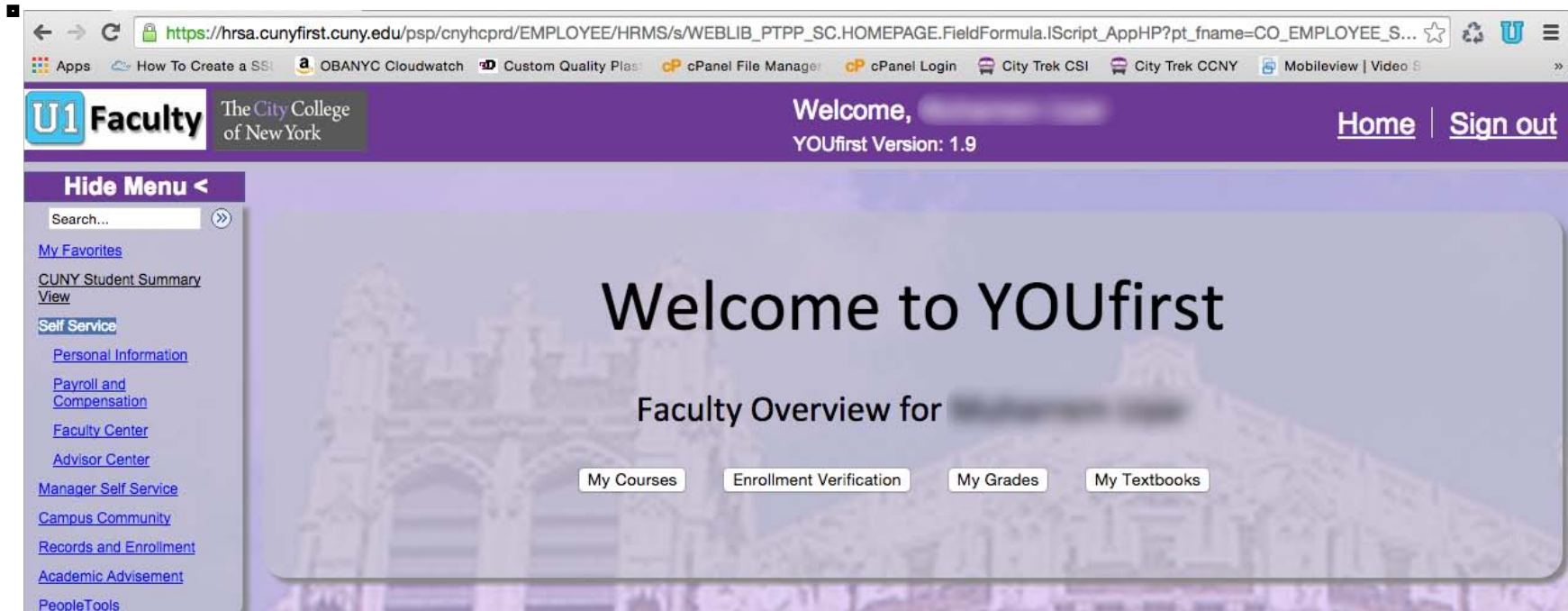# Faculty Extension for CUNYfirst

User Guide

YOUFIRST - what is it?

YOUfirst is a web extension that expedites the most common CUNYfirst functions used by faculty:

- Courses
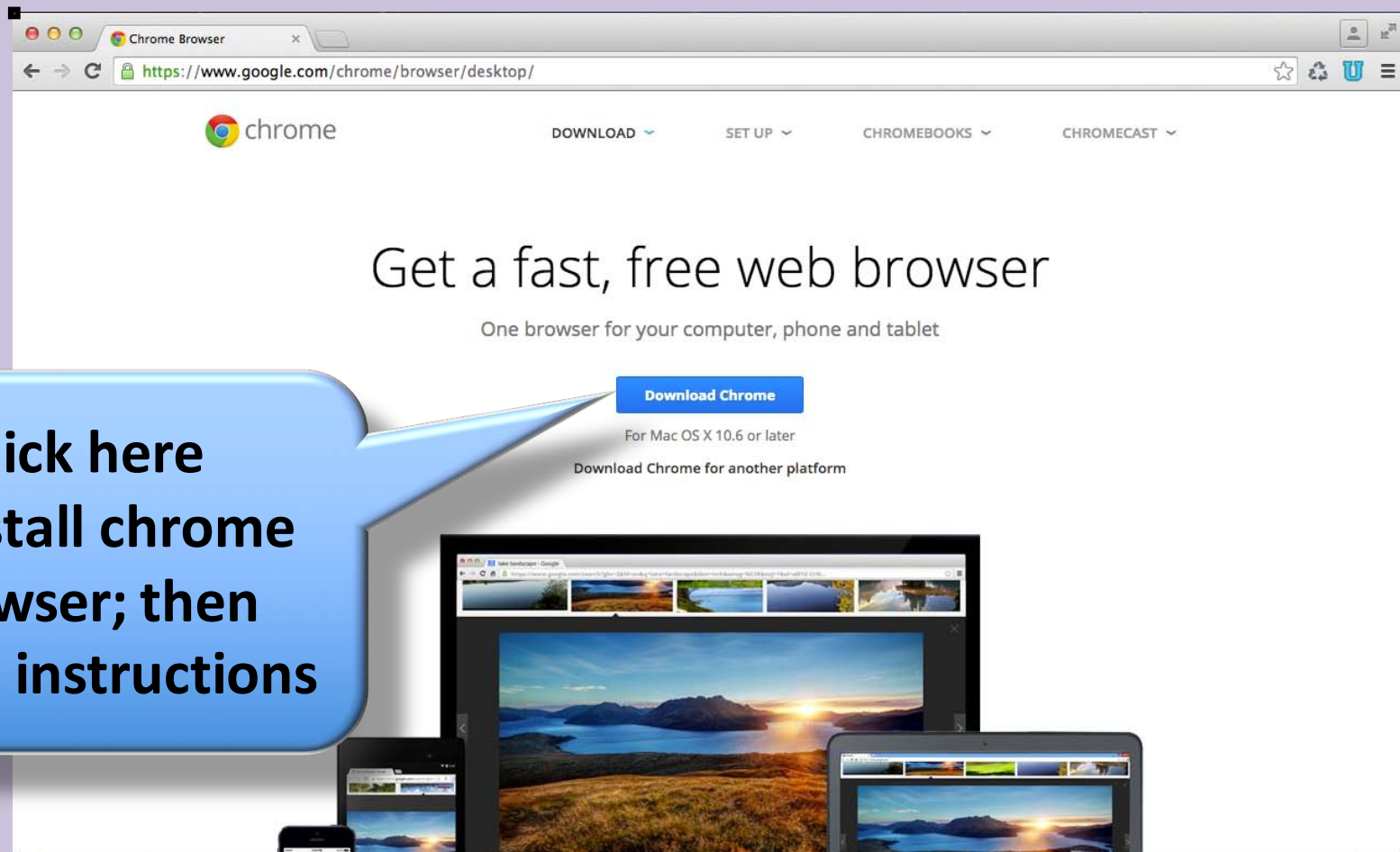- Enrollment Verification
- Grades
- Text Books

Remember that:

- YOUFIRST <u>does not know nor remember</u> your CUNYfirst username or password.

- YOUFIRST is an <u>optional</u> tool which you can activate only <u>after</u> you login to CUNYfirst.

- You can <u>return</u> to CUNYfirst at anytime by <u>deactivating</u> YOUFIRST.

- YOUFIRST <u>cannot</u> change the speed of CUNYfirst.

- For questions: support@YouFirst.info

You Need **Google chrome** Browser to Use **YOUFIRST**

You should have **Google chrome** web browser installed in your computer. If not, you can download it from (click): https://www.google.com/chrome/browser/desktop/

Click here to install chrome browser; then follow instructions

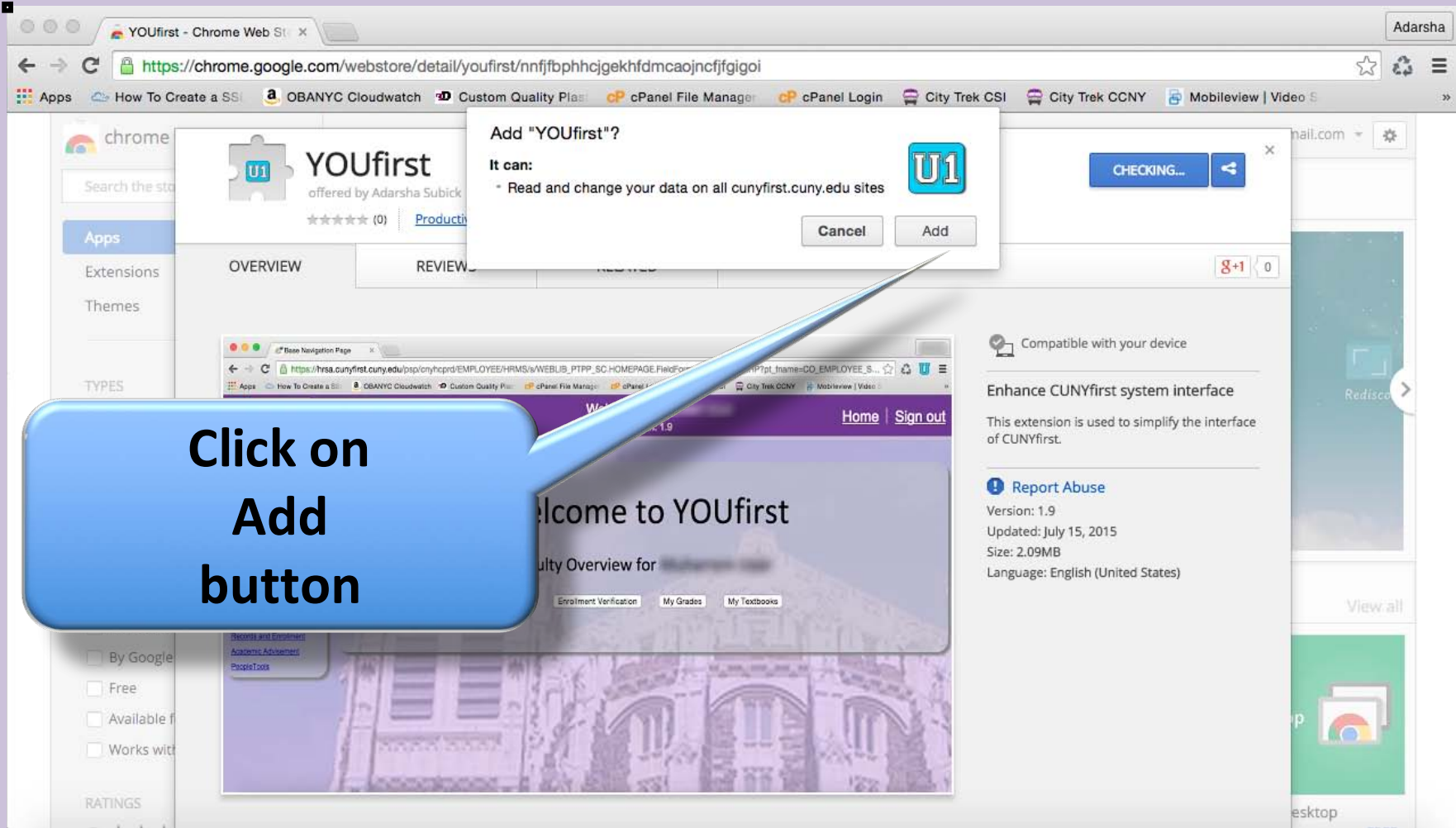Once **Google chrome** is installed on your computer, you can continue with the next steps to install **YOUFIRST** .

In browser, type (or click): http://collegetrek.info/YOUfirst
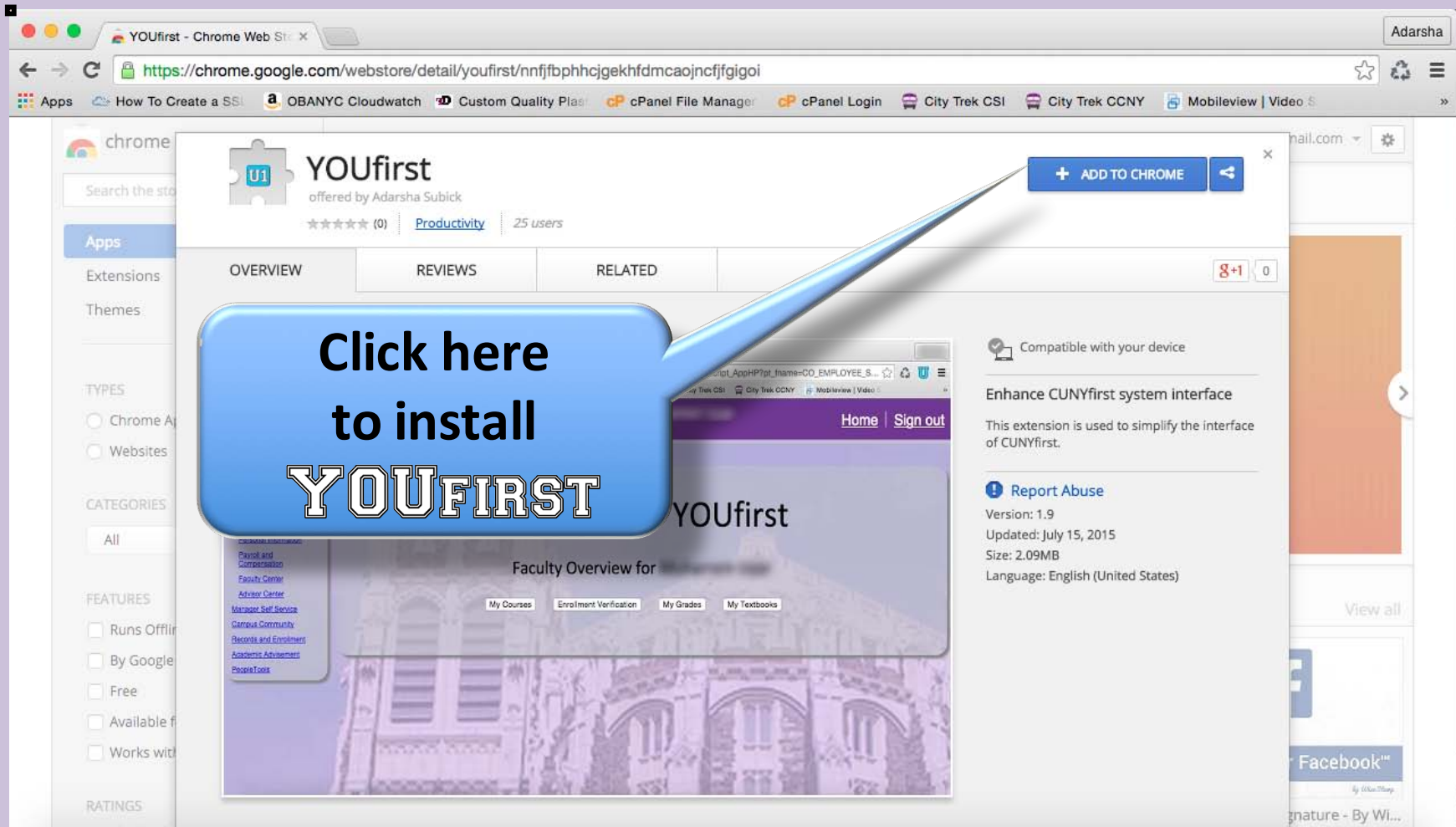
Click here to install YOUFIRST

A small pop-up window will appear. Click on button: Add

Click on Add button

A blue icon appears on the right hand corner of browser.

This blue U icon indicates that YOUfirst is installed
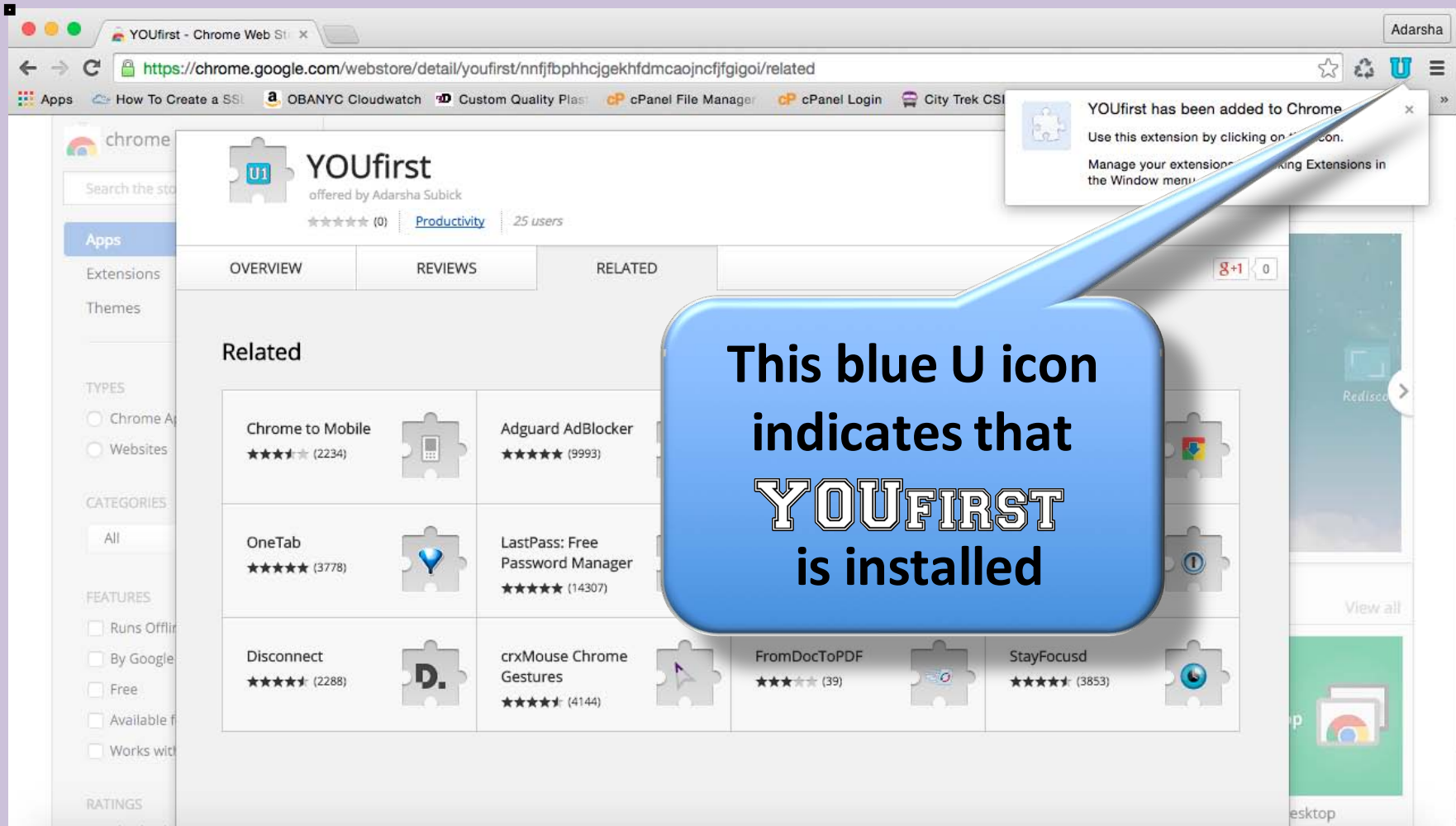
How to Use YOUFirst (Login Page) – Login to CUNYfirst

YOUFirst becomes active only after you login to CUNYfirst.

Login to CUNYfirst using your username and password.

How to Use YOUFIRST – Activate

After login to CUNYfirst, click on blue U to activate YOUFIRST .

1) Click on:
   blue U icon
2) Click on: Activate
   YOUFIRST

Congratulations! Welcome to YOUFIRST!

Proceed by clicking on any of the four action buttons.
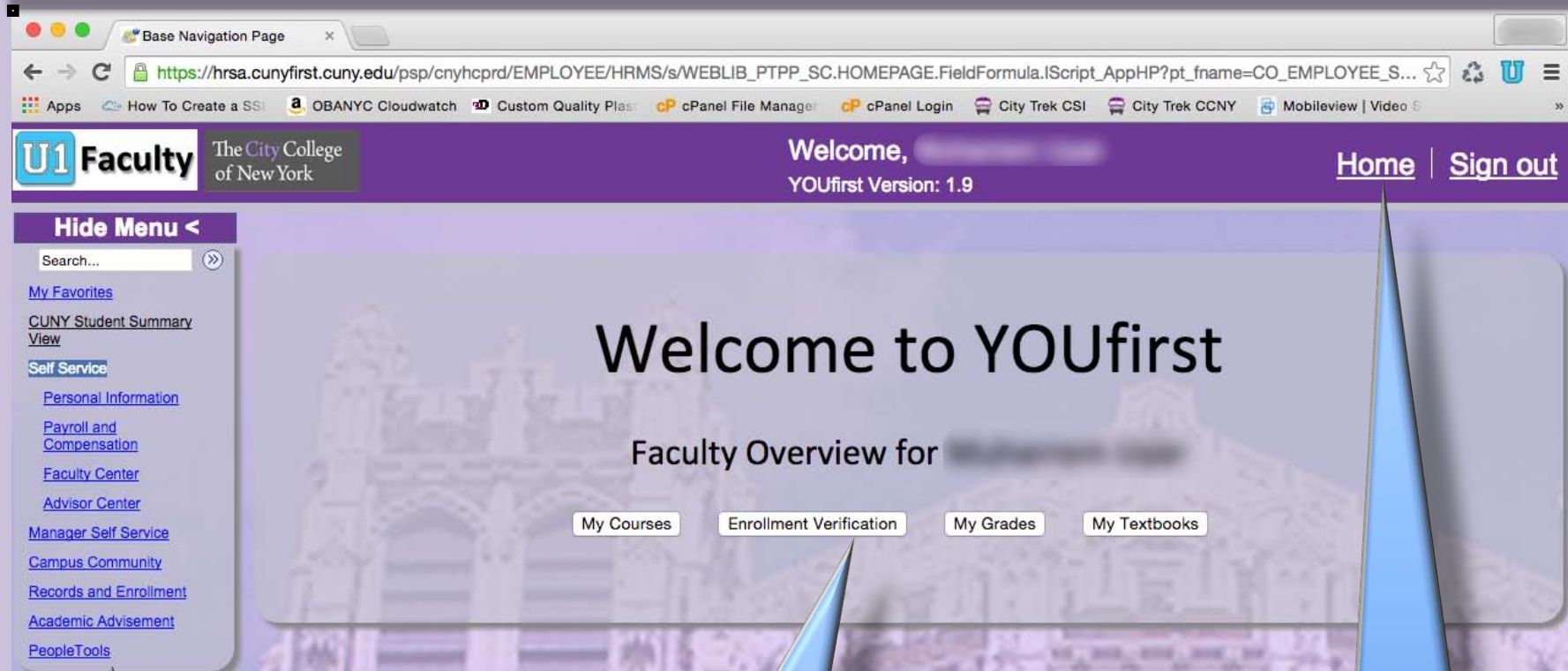
Additional CUNYfirst options

Choose one of the four quick action buttons.

To return to this page, click on: Home

How to Return to CUNYfirst – Deactivate YOUFIRST

You can deactivate YOUFIRST and go back to the standard CUNYfirst interface by clicking on the blue U icon.

1) Click on:
   blue U icon
2) Click on: Deactivate
   YOUFIRST