

**YOUFIRST**

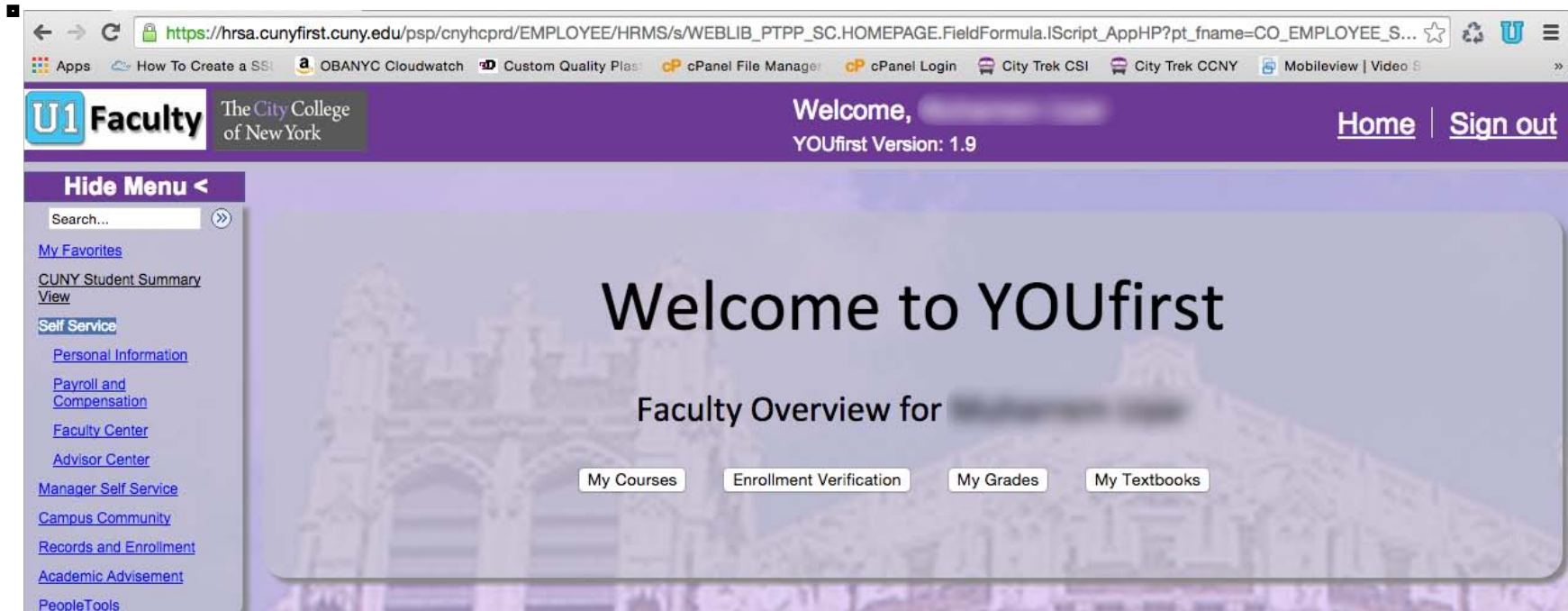
# **Faculty Extension for CUNYfirst**

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



## YOUFIRST - what is it? (cont'd)

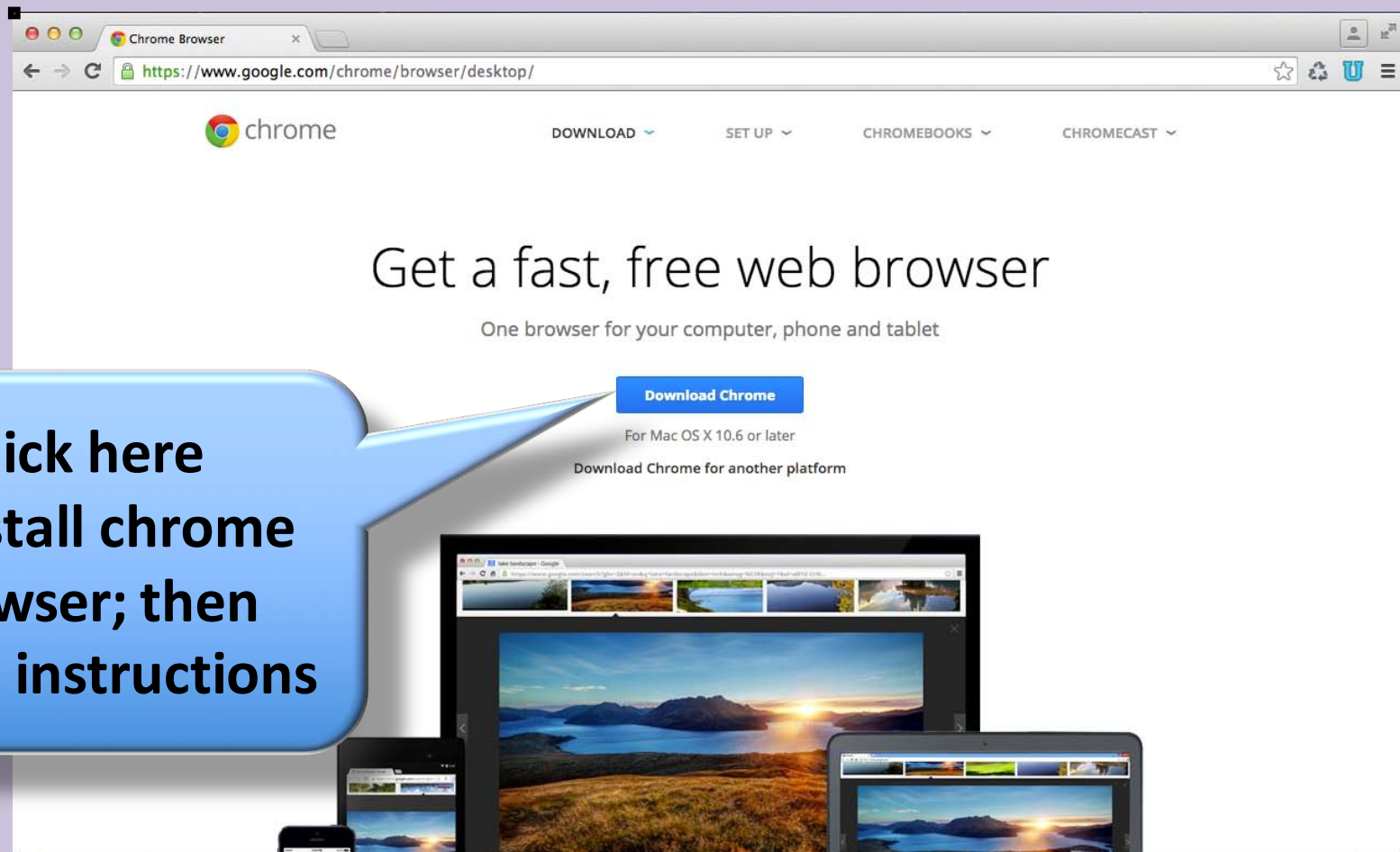
Remember that:

- **YOUFIRST** does not know nor remember your CUNYfirst username or password.
- **YOUFIRST** is an optional tool which you can activate only after you login to CUNYfirst.
- You can return to CUNYfirst at anytime by deactivating **YOUFIRST**.
- **YOUFIRST** cannot 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/>

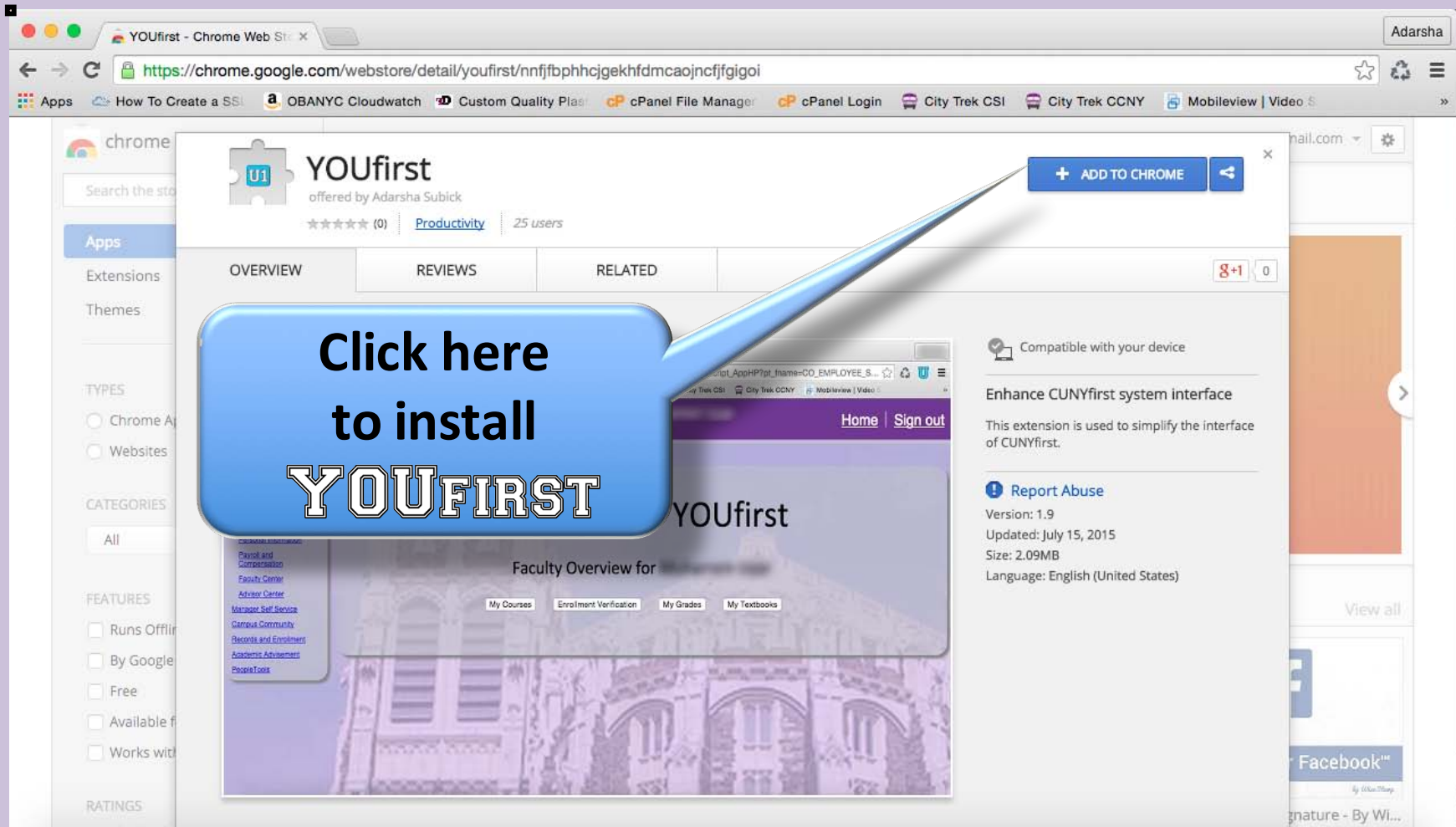


After Google chrome is installed, proceed to install **YOUFIRST**

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

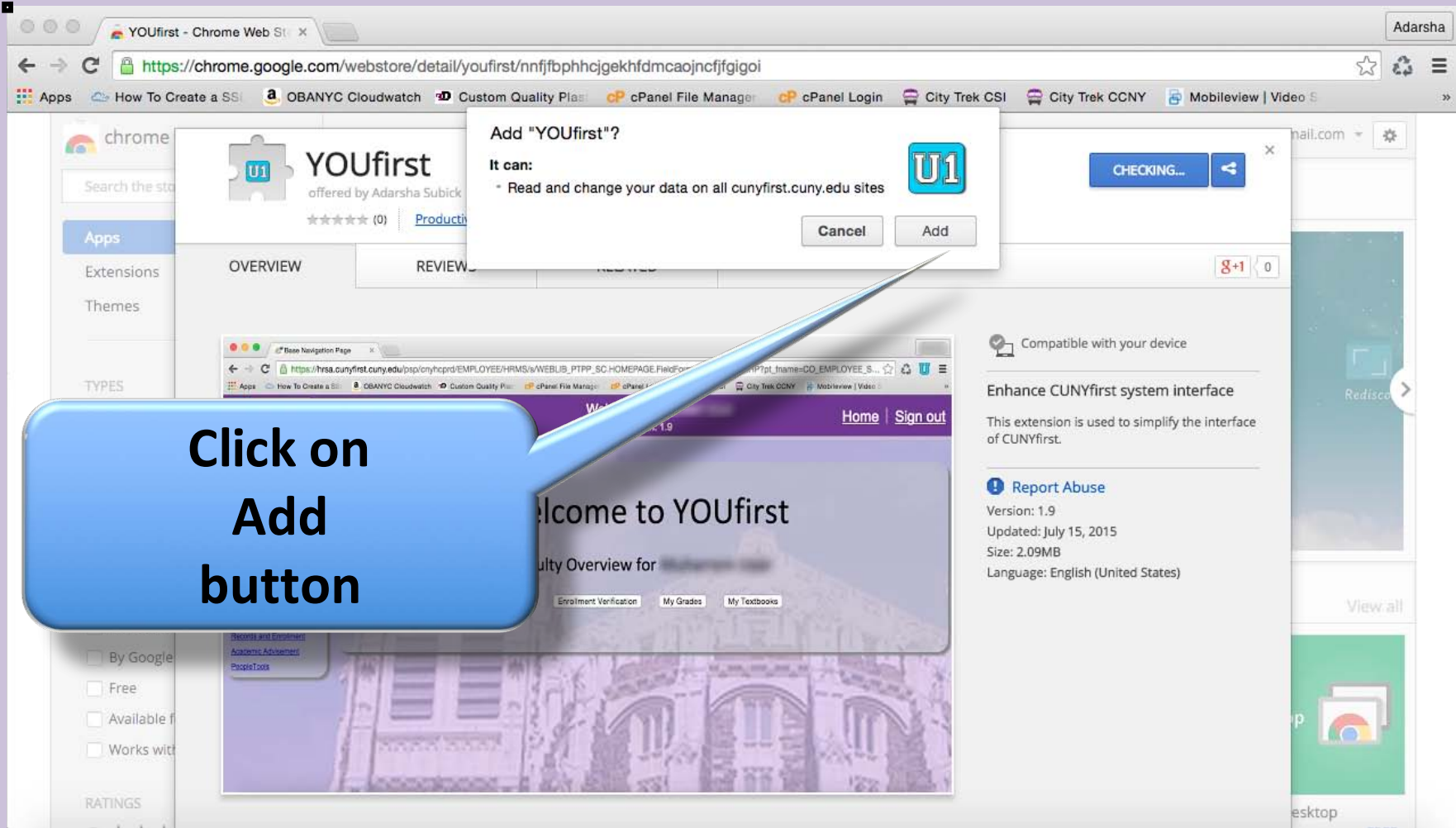
# How to Install **YOUFIRST** – Step 1

In browser, type (or click): <http://collegetrek.info/YOUfirst>



## How to Install **YOUfirst** – Step 2

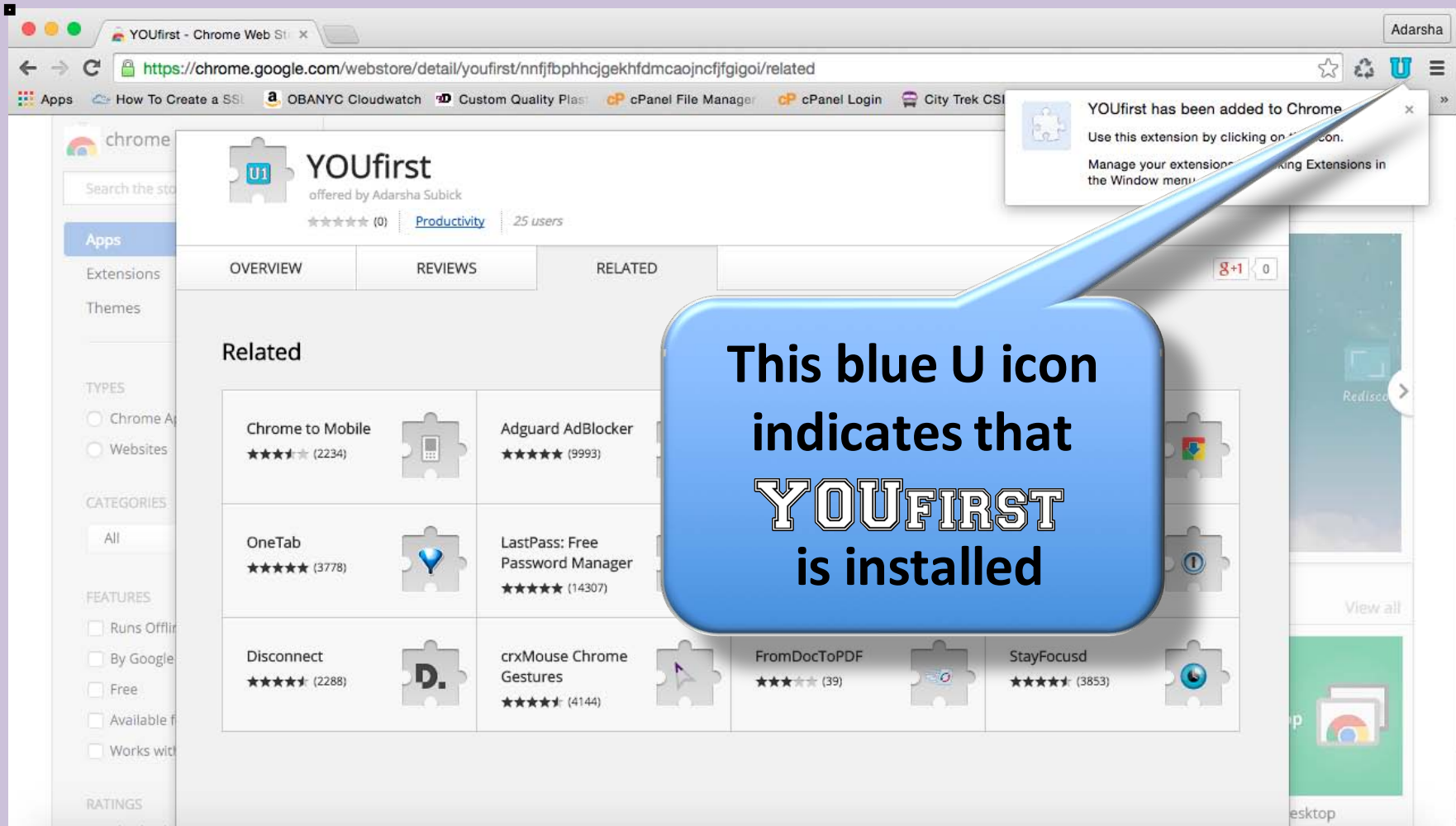
A small pop-up window will appear. Click on button: Add





## How to Install **YOUFIRST** – Step 3

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





# 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.**



The screenshot shows the CUNYfirst Login page in a web browser. The browser's address bar displays the URL: [https://home.cunyfirst.cuny.edu/oam/Portal\\_Login1.html](https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html). The page header includes the CUNY logo and navigation links such as "Find It", "College Websites", "Text Version", and "Make This Website Talk". A secondary navigation bar lists links for "Future Students", "Current Students", "Faculty/Staff", and "Alumni". The main navigation menu contains links for "ABOUT", "ACADEMICS", "ADMISSIONS", "FINANCIAL AID", "RESEARCH", "NEWS/EVENTS", "LIBRARIES", "EMPLOYMENT", "SEARCH", and "LOG-IN".

The page content is divided into several sections:

- Welcome >> CUNYfirst Login**: A section on the left with links for "About CUNYfirst", "How to Use CUNYfirst", "Campus Helpdesks", and "CUNY Alert".
- ANNOUNCEMENTS**: A section with a blue header, featuring a notice about "July 2015 CUNYfirst Accessibility" and "Monthly Meeting" on Sunday, July 19, from 7pm to 8pm.
- CUNYfirst LOG-IN**: The central login area with fields for "Username:" and "Password:", a "Log-In" button, and links for "Forgot your password?", "Change Password", and "New User".
- SIGNING ON TO CUNYfirst**: A section explaining that signing on allows students to manage their academic careers and financial accounts in real time. It includes a "Note" with three points: "Don't Share ID and/or Password", "Remember to Log Out", and "Avoid Browser Conflicts", each with a "read more >>" link.
- OPPORTUNITIES TO SERVE**: A section titled "Habitat for Humanity Orientation" with a link to "view videos >>" for more information.
- CUNY CHANNEL**: A section featuring a "CUNYfirst MyInfo LOG-IN" button, a "Play Video" button, and a "view videos >>" link. A video thumbnail shows a woman holding a sign that says "My Major is Economics!".

# How to Use **YOUFIRST** – Activate

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

The screenshot shows the CUNYfirst website interface. At the top right, there is a blue 'U' icon. A blue callout box with a pointer to this icon contains the following instructions:

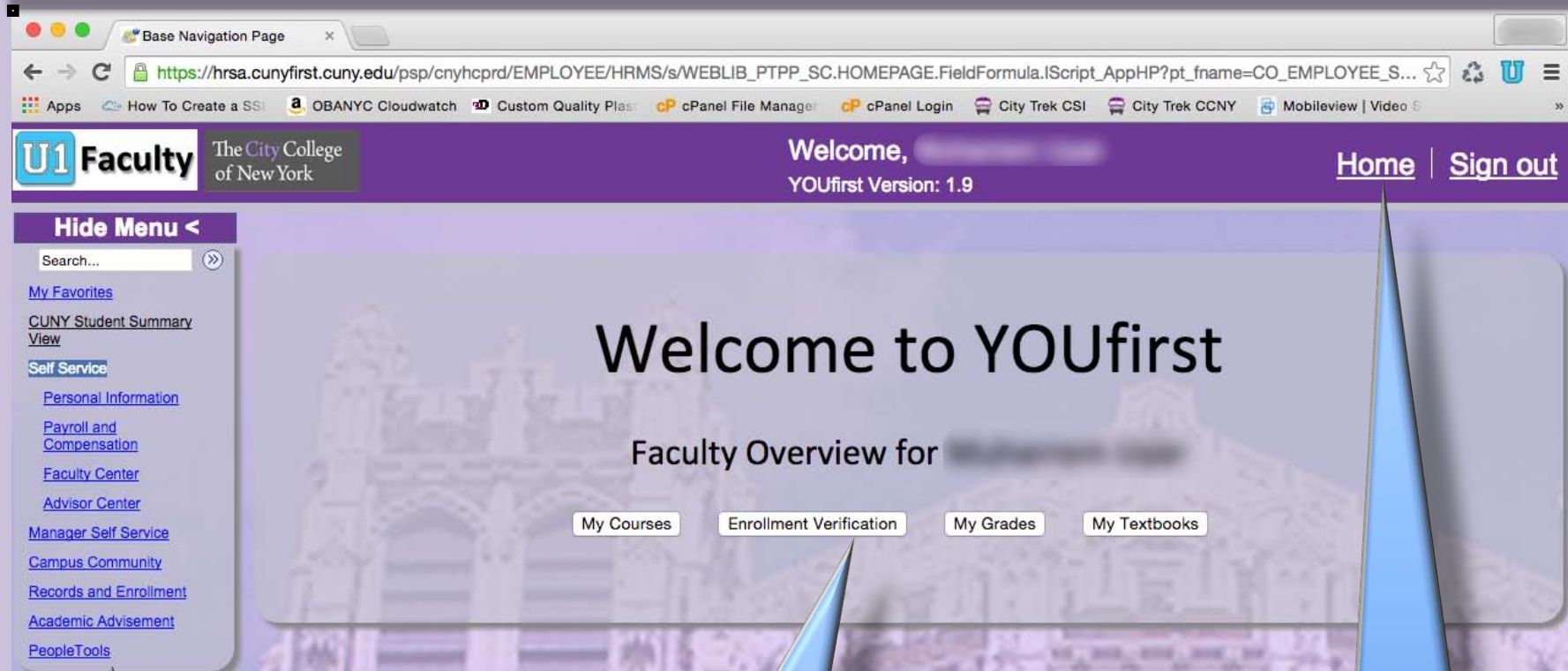
- 1) Click on: blue U icon
- 2) Click on: Activate **YOUFIRST**

The website itself displays the CUNYfirst logo, a search bar, and a navigation menu. The main content area includes sections for 'ENTERPRISE MENU', 'CITY COLLEGE ANNOUNCEMENTS', 'UNIVERSITY NEWS', and 'OPPORTUNITIES TO SERVE'. The 'CITY COLLEGE ANNOUNCEMENTS' section contains a message to students about using Google Chrome or Firefox, accessing enrollment information, and using the EMPL ID. The 'UNIVERSITY NEWS' section features articles about diversity in Brooklyn and beyond, Macy's 4th of July fireworks, and the 2015 commencement slideshow. The 'OPPORTUNITIES TO SERVE' section mentions Chancellor James B. Milliken and a new strategic effort for The City University of New York.



# 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.

