To Be Completed Before Attending A Training Session

1. Claim your Simulation account by going to
   a- https://cnypstst.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.