

CUNYfirst guide for “lite”-SIMS users (student records only)

Last update: March 31, 2014

Need help? Contact Jay Edelman at...
jedelman@sci.ccny.cuny.edu

WARNING!!!!!!!

- **Preferred browsers:**
 - Firefox, Chrome, Internet Explorer (PC only)
- You may find CUNYfirst non-intuitive in many ways, particularly as you start.
 - There will be functions that may operate more slowly and will be less intuitive to use than using SIMS, the online CUNY Schedule of Classes, and other current online tools...
 - Many of the names menus and dialogs will use jargon unfamiliar to academics. Part of this is because the system was adapted from an Oracle system used in the corporate world.
 - So, at times, you will just have to take a deep breath, and..... Be patient..... We are here to help..... 😊

What will you be doing for the next 15-20 minutes or so....

1. Activating your CUNYfirst production account (if you haven't already done so)
2. Logging in to your CUNYfirst production account
3. **Function #1A:** Accessing student records through the Student Summary View
4. **Function #1B:** Accessing student records through the Advising Center
5. **Function 2:** Viewing the Schedule of Classes (OPTIONAL)
6. **Function 3:** Viewing the Course Catalog (OPTIONAL)

FERPA training

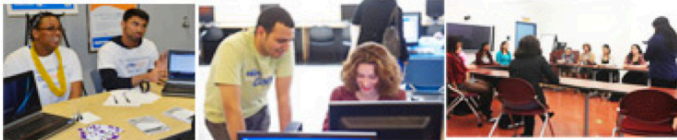
- Before you look at student records using CUNYfirst PLEASE complete the FERPA training module at....
 - <https://apps.ccny.cuny.edu/ferpa>
- You will only need to do this once....
- It doesn't take that long.....
- Use your CCNY userid and password (used for email, library, etc)
- By the way...
 - FERPA: Federal Educational Rights and Privacy Act
- TROUBLESHOOTING
 - If you forgot your CCNY userid/password...go to...
 - <http://pelican.admin.ccny.cuny.edu>
 - Click on "Account Lookup." Use the last 4 of your SS# for ID.

(if you haven't already done so) Activating your CUNYfirst “Production” account

- Enter this **exact** address in the address bar of your browser:
 - <https://home.cunyfirst.cuny.edu>
 - **If you bookmark this page, MAKE SURE the address saved is the address above. This may require manual editing!!!!**
- **Click on “First Time Users” and follow the prompts** (activation may take a little time)
- As activation finishes, **please note CUNYfirst username and EMPLID** (see next page).

CUNYfirst
Fully Integrated Resources & Services Tool

CUNY The City
University
of
New York



CUNYfirst is The City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Signing on to CUNYfirst - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more. It will give faculty additional

Sign In

Username

Password

[Forgot Your Password?](#) | [Change Password](#) | **[First Time Users](#)**

Note: Users of this system must use their individually assigned user ID. Sharing of user IDs and passwords is

CUNYfirst username and EMPLID

User Activation Completed Successfully!

Your username is: FirstName.LastName##

Your EMPLID is: #####

When activation is complete you will be shown your username (which you'll need to log in) and your EMPLID (which is useful in certain situations).

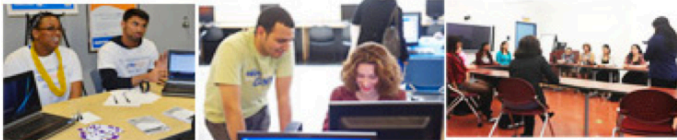
Please write down this information!!!

Now... login to your CUNYfirst “Production” account

- Enter **exact** address below in address bar ([see note on bookmarks in earlier slide](#))
 - <https://home.cunyfirst.cuny.edu>
 - Enter your CUNYfirst username and password.
- If you have login problems, please see **Troubleshooting guide**, available on this web site.... <http://forum.sci.ccny.cuny.edu/administration/shared/cunyfirst-guides>

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Sign In

Username

Password

Log In

[Forgot Your Password?](#) | [Change Password](#) | [First Time Users](#)

Note: Users of this system must use their individually assigned user ID. Sharing of user IDs and passwords is

Something that needs repeating.....

Please remember that simply
bookmarking the CUNYfirst site can
result in login problems.

However, if you create the bookmark, you should edit it
using your browser bookmarks feature to...

<https://home.cunyfirst.cuny.edu>



Click on “HR/Campus Solutions” (NOTE: Do NOT click on Self-Service on this “Enterprise Menu”)

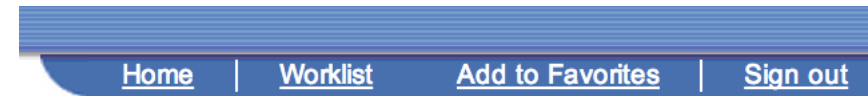


Depending on your permissions, you'll see some subset of the commands shown to the left....

This is your “base” menu – we'll be returning here again and again....



You can access your “Favorites,” and edit them, by expanding the “My Favorites” section on the upper left



Special Note: **“Favorites”**

If you would like to bookmark a particular function, click “Add to Favorites” on upper right part of screen

Function #1: Viewing Student Records

Method 1 – CUNY Student Summary View

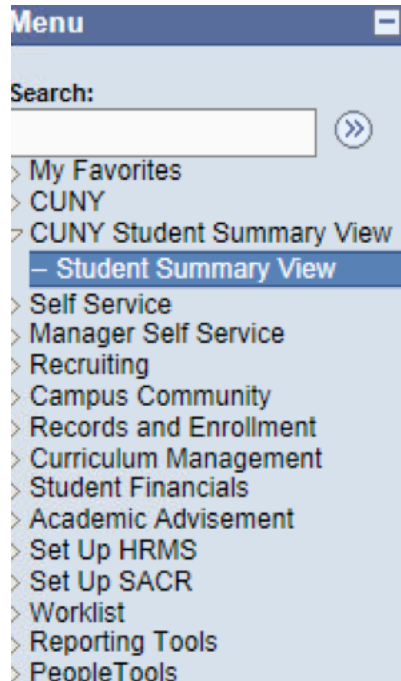
Accessing student records– Method 1



***1. Click to expand
“CUNY Student
Summary View”***



***2. Then click on
“Student Summary
View”***



Student Summary View - Campus

Enter any information you have and click Search. Leave fields blank if you are unsure.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☐ Case Sensitive

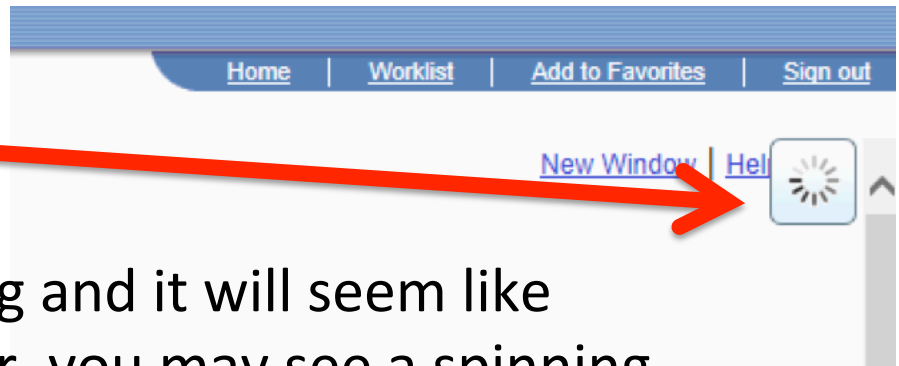
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Blanked out for reasons of confidentiality

1. Enter a student's first and last name and click "Search"

• **Special Note:** "The CUNYfirst spinning wheel"

- Often, you'll click on something and it will seem like nothing is happening. However, you may see a spinning "wheel" towards the **upper right** of the page. This is an indication that CUNYfirst is searching (often slowly)



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):

ID:

National ID:

Last Name:

First Name: Stephanie

☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Search Results

View All									
First 1-2 of 2 Last									
ID	Name	Gender	Date of Birth	National ID	NID Short Description	Last Name	First Name	Middle Name	
1223	Stephanie M	Female	02/03	***	40 SSN	Stephanie	Stephanie	M	
2305	Stephanie	Female	09/13	***	55 SSN	Stephanie	Stephanie	(blank)	

You will now see all the students currently enrolled at CCNY with the name you specified. If several are listed, to find the right student, you must click through the possible students, or else get other info, such as their CUNY ID# (on left), birthday, middle initial, or last four of SSN.

Note: It might be a good idea to get students to routinely append their CUNY ID to all emails

Click on one of the students

Menu

Search:

- > My Favorites
- > CUNY
- > CUNY Student Summary View
- Student Summary View**
- > Self Service
- > Manager Self Service
- > Recruiting
- > Campus Community
- > Records and Enrollment
- > Curriculum Management
- > Student Financials
- > Academic Advisement
- > Set Up HRMS
- > Set Up SACR
- > Worklist
- > Reporting Tools
- > PeopleTools
- > firstSolutions Knowledge Base

Click on the triangles to see/hide the section.....

Stephanie

Birthdate: 02/03 **National ID:** ***_***_

- ▶ Affiliation Information
- ▶ External System Id
- ▶ Enrollment Information
- ▶ Class Meeting Pattern (Curr & Future Terms)
- ▶ Term History Information
- ▶ Degree Information
- ▶ Residency Information
- ▶ Service Indicator Information
- ▶ Students Groups
- ▶ Academic Standing
- ▶ Testing Information
- ▶ Addresses (Current)
- ▶ Email Addresses
- ▶ Phones
- ▶ Name History Information

[Return to Search](#) [Previous in List](#) [Next in List](#)

Each of the ~15 items can be revealed/hidden by clicking on the triangles at left (I've hid them for confidentiality).

Some highlights:

"Affiliation Information" shows CUNY schools attended

"Enrollment Information" shows grades for every class taken in a sortable list

"Term History Information" shows GPA and credits taken for each semester

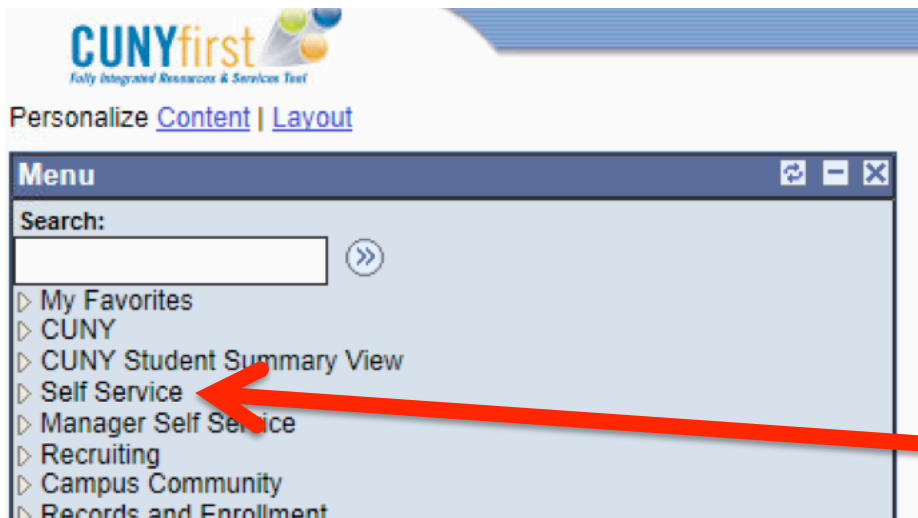
"Service Indicator Information" indicates Stops/Holds on registration

"Testing Information" indicates Stops/Holds on registration

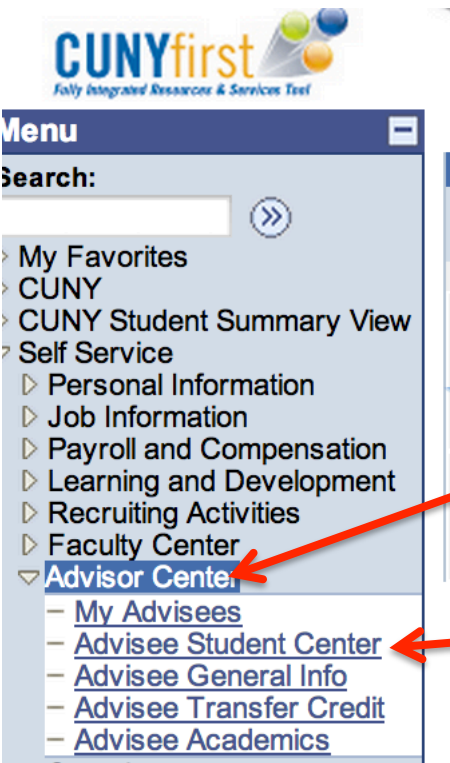
Function #1: Viewing Student Records

Method 2 – The Advisor Center

Accessing student records– Method 2



1. Click to expand “Self Service”



2. Then click to expand “Advisor Center”

3. Then click on “Advisee Student Center”

Menu

Search: [»](#)

- My Favorites
- CUNY
- CUNY Student Summary View
- Self Service
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Set Up HRMS
- Set Up SACR
- Worklist
- Reporting Tools
- PeopleTools
- [firstSolutions Knowledge Base](#)

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank if

Find an Existing Value

Maximum number of rows to return (up to 300):

ID: [Search](#)

Campus ID:

National ID:

Last Name: [Search](#)

First Name: Stephanie

☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

1. Now, enter the student's name, and click "Search."

After the "wheel" spins for a bit, you'll see all the Stephanie at CUNY, not just at CCNY (!!!!) This is again why it's useful to have other info... **2. Click again on one of the students**

Search Results

View All First [1-4 of 4](#)

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
12116	Stephanie A	Female	11/02	(blank)	****04	USA	SSN		
12237	Stephanie M	Female	01/19	(blank)	****78	USA	SSN		
12239	Stephanie	Female	07/31	(blank)	****36	USA	SSN		
23059	Stephanie	Female	08/29	(blank)	****31	USA	SSN		

The default view for the student includes their schedule for the week..... Also, Stops are indicated under “Holds” at right

Advisee Student Center

Stephanie

Academics

[My Class Schedule](#)
[My Planner](#)

other academic... >>

Deadlines URL

This Week's Schedule	
Class	Schedule
BIO V LEC (2:40PM
BIO V LEC (7:00PM
BIO 4 LEC (12:15PM
PSY 3 LEC (11:50AM
THTR LEC (4:50PM

weekly schedule ▶

Holds
No Holds.

To Do List
Description
No To Do's.

Enrollment Dat
Enrollment ApPOINT
You may begin er
the 2014 Fall Tern
Academic Session
February 3, 2014.

1. Click here.....
to get other
kinds of info

This will
expand the
dialog box.....

Advisee Student C

Stephanie

Course History
Exam Schedule
Grades
Transcript: View Unofficial
Transfer Credit: Report
✓ other academic...

**2. Click on
“Course
History”...**

**3. Then click
on the “>>”**

[My Class Schedule](#)
[My Planner](#)

Course History

>>>
19

You should now see a list of courses (which I've blocked out), with sortable columns

1. Click “student center” to get back to the last view....

Faculty Center | Advisor Center | Search

my advisees | student center | general info | transfer credit | academics

Advisee Course History

Stephanie M

Select Display Option
☒ Hide courses from My Planner
☐ Show courses from My Planner

Sort results by [dropdown]
 Then by [dropdown]
 sort

Institution	Course	Description	Term	Requirement Designation
CTY01	ART 10000	INTRO PRINCIPLES	20 Fall Te	Regular Non-Liberal Arts
CTY01	ART 10100	2D DESIGN	20 Sp Te	Regular Non-Liberal Arts
CTY01	ART 10200	INTRO TO DRAWING	20 Sp Te	Regular Non-Liberal Arts
CTY01	ART 10500	INTRO TO PAINTING	20 Fall Te	Regular Non-Liberal Arts
CTY01	ART 10700	INTRO CERAMIC DESIGN	20 Fall Te	Regular Non-Liberal Arts

Advisee Student Center

Stephanie M

- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- ✓ other academic...

2. Go back to the little dialog box to the left, pick “Transcript: View Unofficial”

3. Then click on the “>>”

[My Class Schedule](#)
[My Planner](#)



Transcript: View Un [dropdown] >>

Advisee Unofficial Transcript

Stephanie 

Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution	<input type="text" value="City College"/>	
Report Type	<input type="text" value="Student Unofficial Transcript"/>	
		

This is an unofficial student copy of your academic record. To order an official copy p the directions on the college website.

[VIEW ALL REQUESTED REPORTS](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)

1. Enter “City College” and “Student Unofficial Transcript”, like so.....

2. Then click “view report”

This should generate a nice PDF of the transcript, **but note that if pop-ups are blocked you will get nothing!!!!** If the PDF doesn't appear, allow pop-ups (look near top of screen) and then click “view report” again.

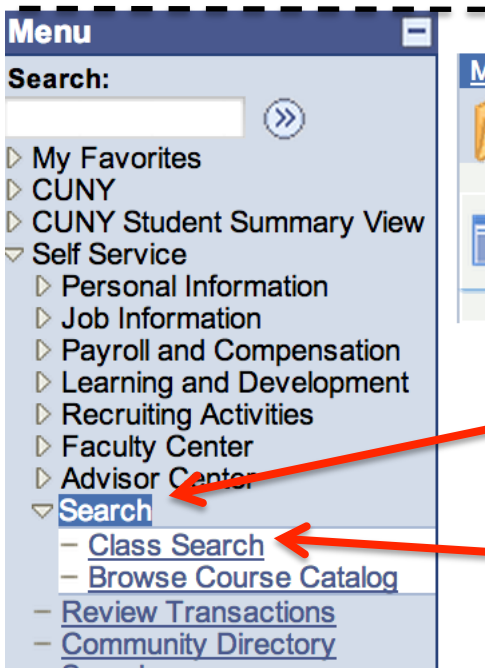
The next two functions are optional,
and I'm not sure your permissions
are set, but please give them a
shot!!!

Function #2: Accessing a Schedule of Classes

Accessing the Schedule of Classes



*Click to expand
“Self Service”*



*Then click to expand
“Search”*

*Then click on
“Class Search”*

Search for Classes

Enter Search Criteria

Search for Classes

Institution

City College

Term

2014 Spring Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject

Biology

Course Number

is exactly

Course Career

Undergraduate

Course Attribute

Course Attribute Value

Requirement
Designation

☒ Show Open Classes Only

Additional Search Criteria

Session

Mode of Instruction

Meeting Start Time

Meeting End Time

Days of Week

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Class Nbr



**Select “City College”
and “2014 Spring
Term”**

*Note that at least two
search criteria must be
entered. I’ve entered
values for “Course
Subject” and “Course
Career.”*

**Select “Biology” and
“Undergraduate”**

**Then click “Search” (Not shown – look
for button down below)**

NEW SEARCH

MODIFY SEARCH

 Open

 Closed

 Wait List

▼ **BIO 10004 - HUMAN BIOLOGY**

First 1-3 of 3 Last

Section [06-LEC\(57671\)](#) Section not shown to students Status 

Session Regular

Requirement Designation Required Core - Life and Physical Sciences

Days & Times	Room	Instructor	Meeting Dates
Tu 11:00AM - 11:50AM	TBA	Staff	01/27/2014 - 05/23/2014
Th 11:00AM - 11:50AM	TBA	Staff	01/27/2014 - 05/23/2014
Th 1:00PM - 2:50PM	TBA	Staff	01/27/2014 - 05/23/2014

Section [07-LEC\(57672\)](#) Section not shown to students Status 

Session Regular

Requirement Designation Required Core - Life and Physical Sciences

Days & Times	Room	Instructor	Meeting Dates
Tu 11:00AM - 11:50AM	TBA	Staff	01/27/2014 - 05/23/2014
Th 6:30PM - 8:20PM	TBA	Staff	01/27/2014 - 05/23/2014
Th 11:00AM - 11:50AM	TBA	Staff	01/27/2014 - 05/23/2014

Section [08-LEC\(57673\)](#) Section not shown to students Status 

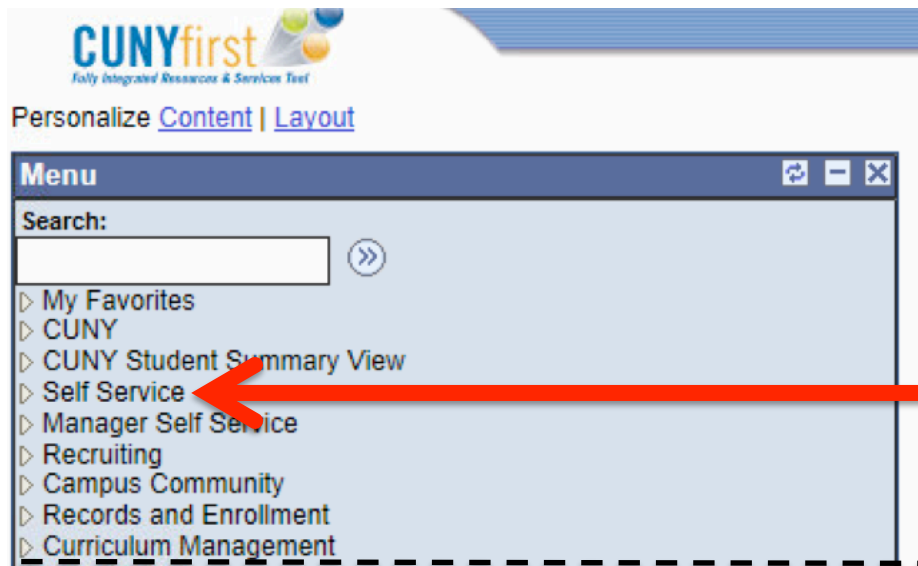
Session Regular

Requirement Designation Required Core - Life and Physical Sciences

Days & Times	Room	Instructor	Meeting Dates
Th 11:00AM - 11:50AM	TBA	Staff	01/27/2014 - 05/23/2014
Th 6:30PM - 8:20PM	TBA	Staff	01/27/2014 - 05/23/2014

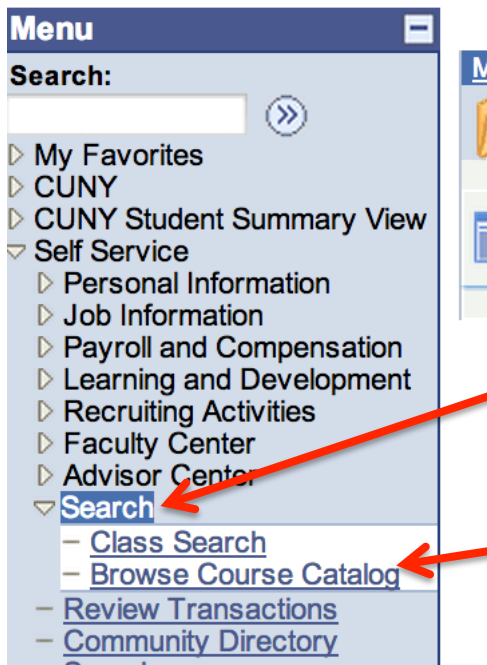
Click on a course (section) to get more info, including enrollment limit and number of seats available

Function #3: Browsing the course catalog



Browsing the course catalog

Click to expand “Self Service”



Then click to expand “Search”

Then click on “Browse Course Catalog”

Select Institution

City College

change

*Select City College,
and click “change”*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL

EXPAND ALL

Then click “B”

Select subject code to display or hide course information.

▶ BCH - Biochemistry

▶ BCHM - Biochemistry

▶ BENG - Bengali

▼ BIO - Biology

*Then click on
“Biology”*

The (long) list
of Biology
courses will
appear. **Select
your
course!!!**

Course Nbr	Course Title	Typically Offered
A1105	ISS IN CONSERVATION	Fall, Spring
A1405	NEUROBIOL-BHVRL BIO	Fall, Spring
A1600	ADVNCES:ENDOCRINOLGY	Fall, Spring
A1605	CONFOCAL MICROSCOPY	Fall, Spring
A1700	VIROLOGY	Fall,

Need help? Comments?
Questions?

Contact Jay Edelman at...
jedelman@sci.ccny.cuny.edu