

# 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](mailto: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

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

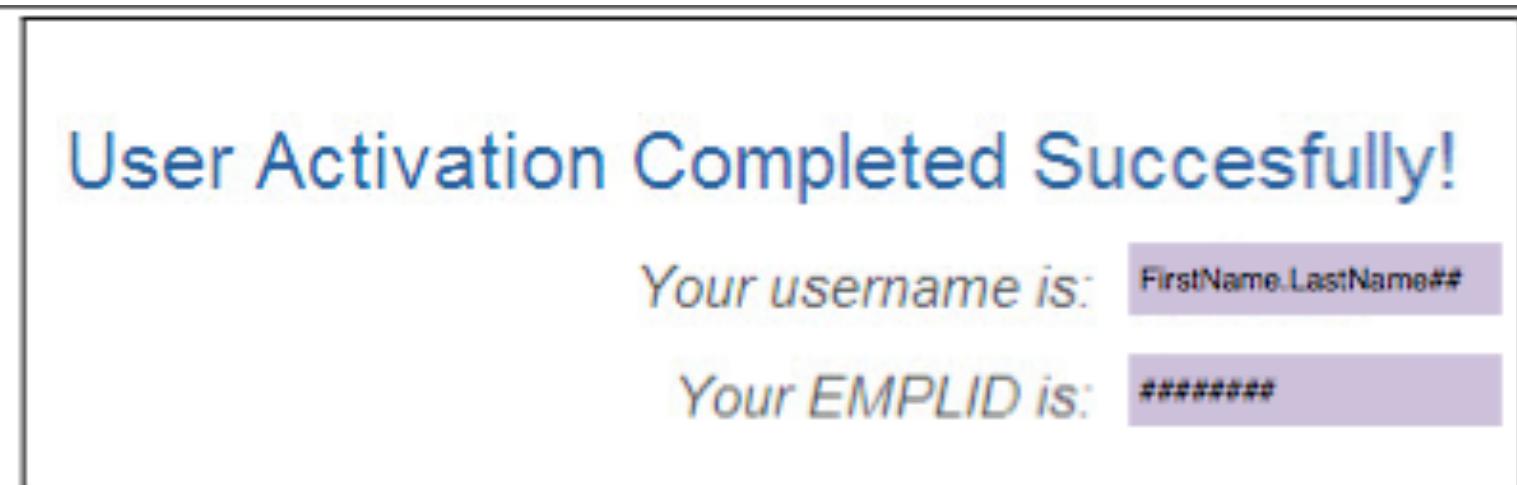
Password

**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

# CUNYfirst username and EMPLID



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>



The screenshot shows the CUNYfirst homepage. The top navigation bar is dark blue with the CUNYfirst logo on the left and the City University of New York (CUNY) logo on the right. Below the navigation bar is a banner featuring three photographs of students and faculty using computers in a classroom setting. The main content area has a white background with orange text. It includes a brief description of CUNYfirst as a fully integrated resources and services tool, and a note about signing on from anywhere, anytime. A large red arrow points from the text "Enter exact address below in address bar" in the previous slide to the "Sign In" form on this page.

**CUNYfirst**  
Fully Integrated Resources & Services Tool

**CUNY** The City University of New York



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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>**

ENTERPRISE MENU

- ▷ Self Service
- [HR / Campus Solutions](#)
- [firstSolutions Knowledge Base](#)



**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....

Personalize [Content](#) | [Layout](#)

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](#)

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**

Personalize [Content](#) | [Layout](#)

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

# Accessing student records– Method 1

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

Menu

Search:  [»](#)

- ▷ My Favorites
- ▷ CUNY
- ▷ CUNY Student Summary View
- Student Summary View
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▷ Campus Community

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

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

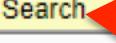
Student Summary View - Campus  
Enter any information you have and click Search. Leave fields blank to search all fields.

**Find an Existing Value**

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

ID:	<input type="text" value="began with"/> 
National ID:	<input type="text" value="began with"/> 
Last Name:	<input type="text" value="began with"/> 
First Name:	<input type="text" value="began with"/>  <input type="text" value="Stephanie"/> 

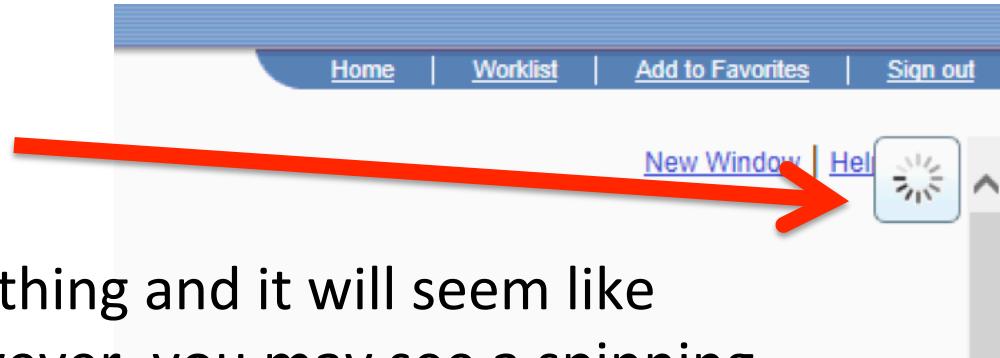
Case Sensitive

  [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:

Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

### Search Results

View All								
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 M	
2305	Stephanie	Female	09/13	***	55 SSN		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](#)

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**

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

 **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

Personalize [Content](#) | [Layout](#)

Menu

Search:

- ▷ My Favorites
- ▷ CUNY
- ▷ CUNY Student Summary View
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▷ Campus Community
- ▷ Records and Enrollment

# Accessing student records– Method 2

**1. Click to expand  
“Self Service”**

Menu

Search:

- ▷ My Favorites
- ▷ CUNY
- ▷ CUNY Student Summary View
- ▷ Self Service
- ▷ Personal Information
- ▷ Job Information
- ▷ Payroll and Compensation
- ▷ Learning and Development
- ▷ Recruiting Activities
- ▷ Faculty Center
- ▷ **Adviser Center**

- [My Advisees](#)
- [Adviser Student Center](#)
- [Adviser General Info](#)
- [Adviser Transfer Credit](#)
- [Adviser Academics](#)

**2. Then click to expand  
“Adviser Center”**

**3. Then click on  
“Adviser 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:  begins with 

Campus ID:  begins with 

National ID:  begins with 

Last Name:  begins with 

First Name:  begins with  Stephanie

Case Sensitive

**Search**

**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	Stephanie
12237	Stephanie M	Male	01/19	(blank)	****	78	USA	SSN	Stephanie
12239	Stephanie	Female	07/31	(blank)	****	36	USA	SSN	Stephanie
23059	Stephanie	Female	08/29	(blank)	****	61	USA	SSN	Stephanie

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

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

This will expand the dialog box.....

Advisee Student Center

Stephanie

Academics

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

other academic... >>

Deadlines URL

This Week's Schedule

Class	Schedule
BIO 1 LEC	2:40PM
BIO 1 LEC	7:00PM
BIO 4 LEC	12:15PM
PSY 3 LEC	- 11:50AM
PSY 3 LEC	- 11:50AM
THTR 1 LEC	11:50AM
THTR 1 LEC	4:50PM
	CG310

[weekly schedule](#)

Holds

No Holds.

To Do List

Description

No To Do's.

Enrollment Data

Enrollment Appointment

You may begin enrolling in the 2014 Fall Term Academic Session on February 3, 2014.



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 N [student center]

Select display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

sort

Institution	Course	Description	Term	Requirement Designation
CTY01	ART 10000	<a href="#">INTRO PRINCIPLES</a>	20 Fall Te	Regular Non-Liberal Arts
CTY01	ART 10100	<a href="#">2D DESIGN</a>	20 Sp Te	Regular Non-Liberal Arts
CTY01	ART 10200	<a href="#">INTRO TO DRAWING</a>	20 Sp Te	Regular Non-Liberal Arts
CTY01	ART 10500	<a href="#">INTRO TO PAINTING</a>	20 Fall Te	Regular Non-Liberal Arts
CTY01	ART 10700	<a href="#">INTRO CERAMIC DESIGN</a>	20 Fall Te	Regular Non-Liberal Arts

**Advisee Student Cen<sup>t</sup>**

Stephanie N [student center]

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 Unofficial >>

## 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 please follow 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.....**

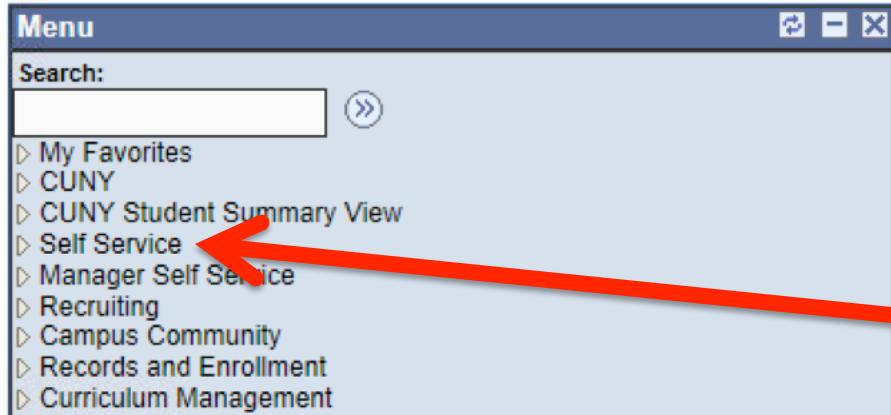
**2. Then click “view report”**

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!!!

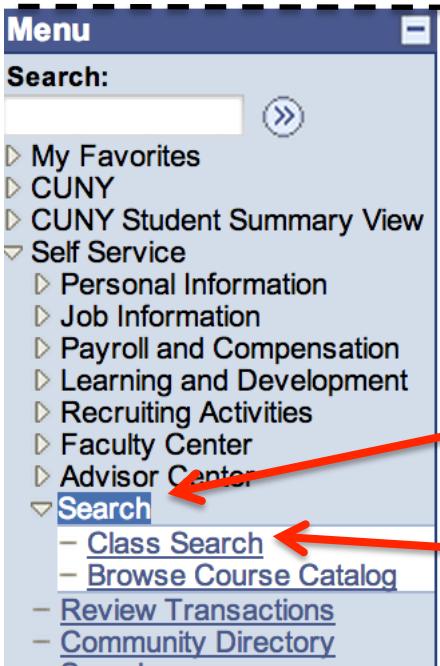
# Function #2: Accessing a Schedule of Classes

Personalize [Content](#) | [Layout](#)



# 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: (empty)
- Course Attribute Value: (empty)
- Requirement Designation: (empty)
- Show Open Classes Only

**Additional Search Criteria**

- Session: (empty)
- Mode of Instruction: (empty)
- Meeting Start Time: greater than or equal to
- Meeting End Time: less than or equal to
- Days of Week: include only these days
- Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Class Nbr: (empty) [?](#)

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)

The following classes match your search criteria Course Subject: **Biology**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

<a href="#">NEW SEARCH</a>	<a href="#">MODIFY SEARCH</a>	
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> 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

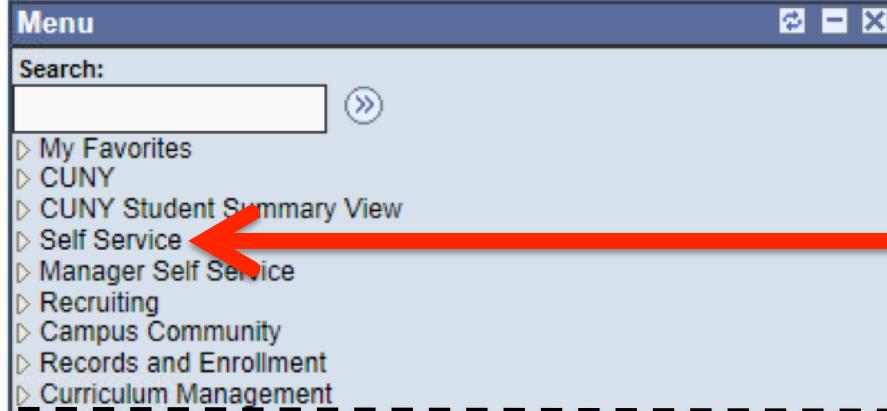
Requirement Designation Required Core - Life and Physical Sciences

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***

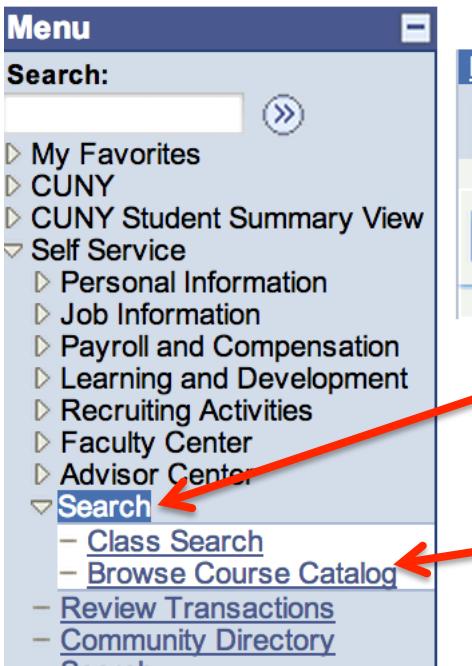
# Function #3: Browsing the course catalog

Personalize [Content](#) | [Layout](#)



# 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

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																

Select City College,  
and click “change”

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	ADVNC:ENDOCRINOLGY	Fall, Spring
A1605	CONFOCAL MICROSCOPY	Fall, Spring
A1700	VTROLOGY	Fall,

Need help? Comments?  
Questions?

Contact Jay Edelman at...  
[jedelman@sci.ccny.cuny.edu](mailto:jedelman@sci.ccny.cuny.edu)