Quick Guide: Obtaining Student ID

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1. After you have logged into your CUNYfirst account, select HR/Campus Solutions on the left side Enterprise Menu

2. You will get a popup window with more options.

3. Click on CUNY Student Summary View

4. Click on Student Summary View

5. Enter the student’s First and Last name

   Note: You can search by using the “National ID” (SSN) if you have the information available. Change the “begins with” to “contains” if using the last 4 digits of the SSN

6. Click Search

7. You will see a list of students, you can copy the ID from the search results page, you can also click on the name of the student to view the summary

   Note: Only current active CCNY students will be shown
8. You can copy the ID from the summary page as well located at the top right hand corner.

Alternate Approach

1. If you have access to Advisor Center in CUNYfirst, you can also obtain the student ID by looking up the student in My Advisees by clicking on View Data for Other Students.

2. If there is more than one student listed, you can obtain the ID from the initial search list.

3. However, if there is a unique name, you can click Return to Search at the bottom of the screen.
4. This will take you back to the previous search dialog, but with the EMPLID in the ID field.

**Advisee's Student Center**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

- **ID:** begins with: 23178469
- **Campus ID:**
- **National ID:**
- **Last Name:**
- **First Name:**

[Search] [Clear] [Basic Search] [Save Search Criteria]

4b. Make sure you erase the number if you would like to search for a different student!