

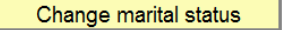
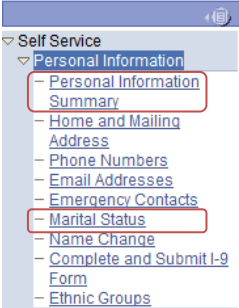
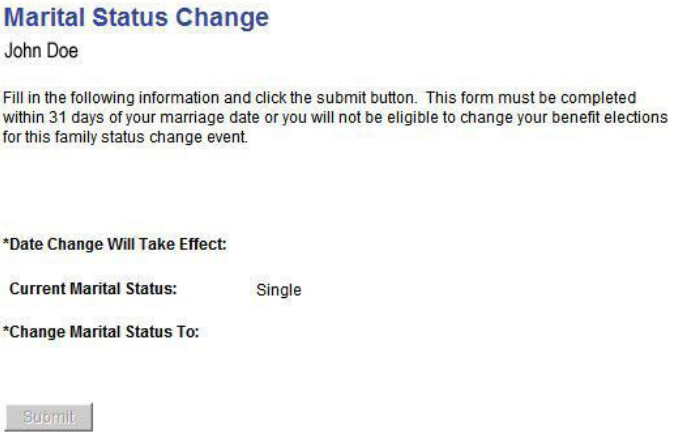


Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser’s address bar to login into CUNYfirst.
2.	Enter your CUNYfirst Username and Password and click the  Submit button to login.
3.	Click on Self Service link under Enterprise Menu 
4.	You can view your marital status by using either of the following two methods: Method 1: Navigate to: Self Service > Personal Information > Personal Information Summary Then click on  Or Method 2: Navigate to: Self Service > Personal Information > Marital Status 
The Marital Status page is displayed. Please review and verify your information.	
	
To submit a request for marital status change please follow the steps below:	
<p>Submitting a request for marital status change will require you to bring one of the following acceptable legal documentation to the Human Resource department: (Marriage License, Death Certificate, Domestic Partner Certificate, or Divorce Certificate.)</p> <p>Please send an email to HR.CUNYFIRST@ccny.cuny.edu to setup an appointment to bring in any of the required documentations in order for HR to complete this marital status change request You can also call the HR department at 212-650-7226 to setup an appointment.</p>	