

Activating and logging into your CUNYfirst Training Account

Last update: Feb. 21, 2014

Need help? Contact Jay Edelman at...
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What will CUNYfirst do for you?

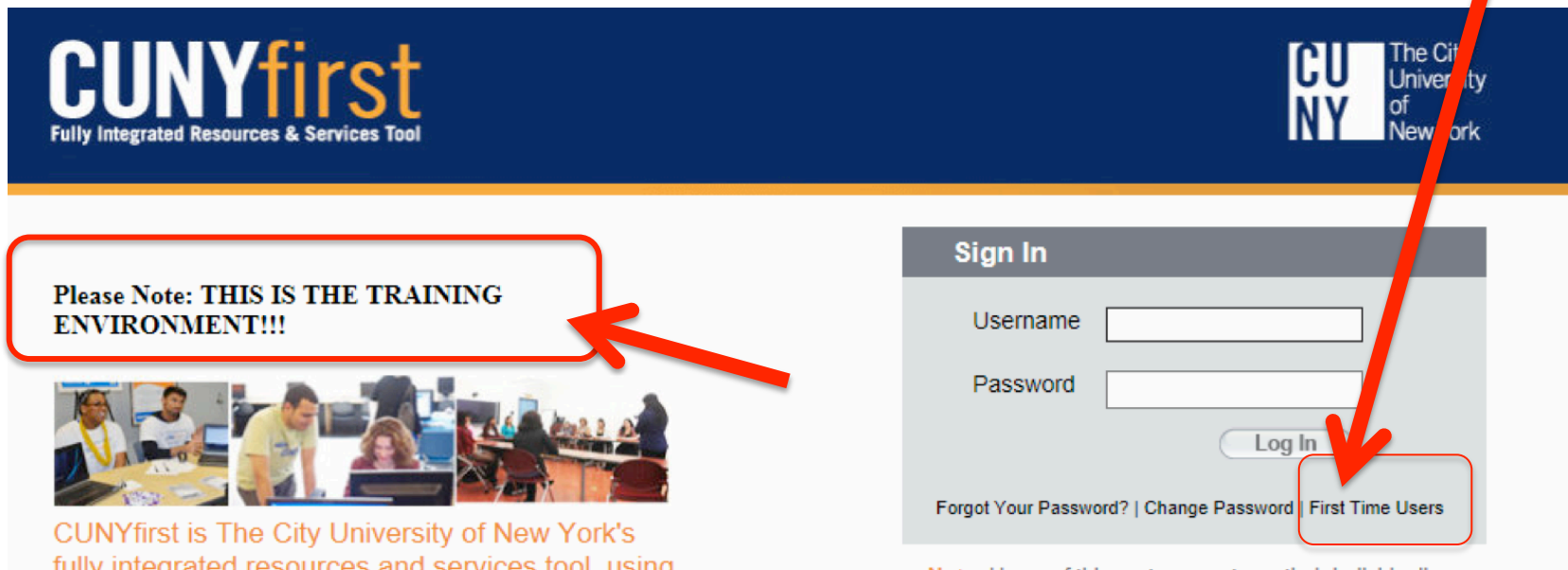
- With CUNYfirst you will be able to....
 - Access transcripts
 - Access course schedules and the course catalog
 - Set special permissions for students to enroll in courses (over-tallies, waiving prerequisites, etc.)
 - Supply textbook information for students
 - Verify attendance
 - Enter grades...
- It will replace SIMS, Webgrade, CUNY Schedule of Classes, etc.

What is the CUNYfirst “training” environment?

- No surprise -- It is for used for CUNYfirst training!
 - This allows you to “play” with various academic-related CUNYfirst functions **prior** to the switch of academic functions to CUNYfirst in early April.
- It allows you to access real CUNY data
 - However, data in the training environment may be outdated, as it is only periodically updated
- Altering data in the training environment only affects data in the training environment; it doesn’t affect anything in the real (“production”) environment.
 - Thus, no harm (or benefit!) can result from your actions.
- **NOTE: At present, THE CUNYfirst Training Environment can only be accessed by a computer on campus. (While off-campus, one can use a VPN, or other tools – e.g. Team Viewer, to access campus computers remotely. I can help you with this....)**

Activating your CUNYfirst “Training” account

- Enter this **exact** address in the address bar of your browser:
 - <https://cnyeptst.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).



The screenshot shows the CUNYfirst website interface. At the top, there is a dark blue header with the CUNYfirst logo on the left and the CUNY logo with 'The City University of New York' on the right. Below the header, there is a white content area. On the left, a red-bordered box contains the text 'Please Note: THIS IS THE TRAINING ENVIRONMENT!!!' with a red arrow pointing to it. Below this box is a collage of photos showing people working at computers. On the right, there is a 'Sign In' form with fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgot Your Password?', 'Change Password', and 'First Time Users'. A red arrow points from the 'First Time Users' link to the text in the list above.

CUNYfirst
Fully Integrated Resources & Services Tool

CUNY The City University of New York

Please Note: THIS IS THE TRAINING ENVIRONMENT!!!

Sign In

Username

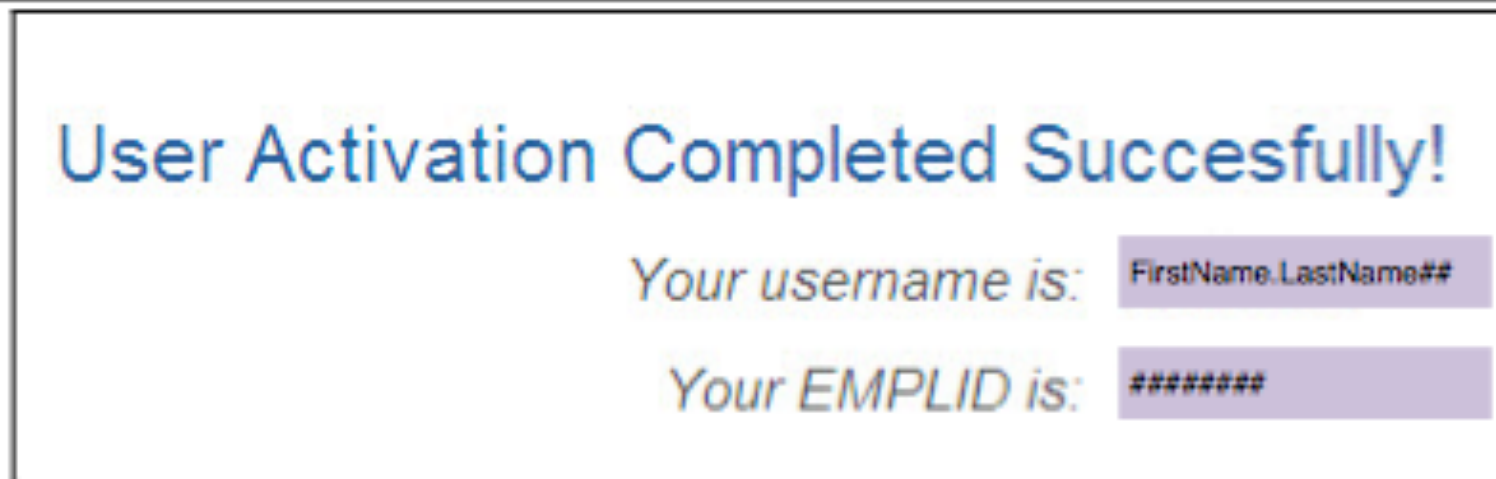
Password

Log In

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

CUNYfirst is The City University of New York's fully integrated resources and services tool using

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 “Training” account

- Enter **exact** address below in address bar ([see note on bookmarks in earlier slide](#))
 - <https://cnyeptst.cunyfirst.cuny.edu>
 - Enter your CUNYfirst username and password...

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Please Note: THIS IS THE TRAINING ENVIRONMENT!!!

Sign In

Username

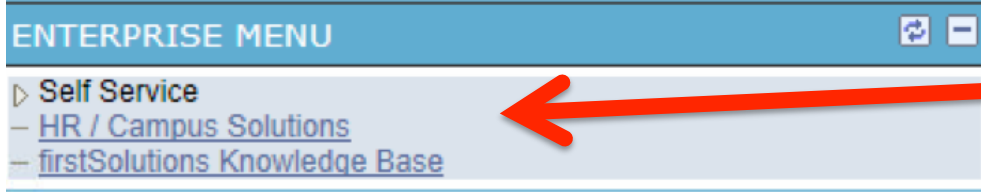
Password

Log In

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

CUNYfirst is The City University of New York's fully integrated resources and services tool using

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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 during your training....

You can log out now.

Thanks so much for
activating your
CUNYfirst Training
Account!!!!

And again..... need help? Want to know
more? Contact Jay Edelman at...
jedelman@sci.ccny.cuny.edu