Activate a Student in a Student Group

The Student Groups functionality permits grouping of students based upon a common criteria (i.e., students with disabilities, honor students, College Now students).

Students may belong to more than one student group at their primary campus.

Students may also belong to the same or different student groups at other CUNY campuses.

Correct placement in a student group is essential as many key processes are run on the basis of a student group, such as, assigning enrollment appointments and calculating tuition.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
• Enter your Username and Password and click the Log In button.  
• From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Campus Community > Student Services Center (Student) > General Info. |
| 3.   | **Student Services Center**  
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): 300  

ID: begins with  
Campus ID: begins with  
National ID: begins with  
Last Name: begins with  
First Name: begins with  

Case Sensitive  

Search | Clear  
Basic Search | Save Search Criteria  
On the Personal Information page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name. |
| 4.   | Click the Search button. |
5. In the **Search Results** list, click any link on the correct student’s row.

6. The student center displays. Click the **general info** tab.

7. On the **General Info** page, select the **edit student groups** button.
8. If a student is active in any student group, then these student groups display on this Student Groups page. In this case, click the Add a row icon in the Academic Institution/Student Group (top) pane.

Note: If the student does not have pre-assigned Student Groups, there is no need to click the Add button as in this example.

9. The Academic Institution in the top pane defaults to the Student’s primary institution. Click the Student Group Look Up icon; and then click the correct Student Group or Description link.

Note: The user will have access to specific student groups associated with their security set-up.
10. Enter the **Effective Date** or click the **Choose a date** icon.  
On the calendar, click:  
   a. the left dropdown menu, and then click the correct month;  
   b. the right dropdown menu, and then click the correct year; and lastly  
   c. the correct day of the month.

11. Click the **Status** dropdown menu, and then select **Active**.

12. As needed, enter free-form text with explanatory notes in the **Comments** text box.

13. [Image of a screen showing a form for entering student groups with fields for effective date and status, and comments]

14. Use the **Effective Date** field to add a date in the future when the individual will no longer be in the group.

   Enter the **Effective Date** or click the **Choose a date** icon.  
   On the calendar, click:  
      a. the left dropdown menu, and then click the correct month;  
      b. the right dropdown menu, and then click the correct year; and lastly  
      c. the correct day of the month.

   **Note:** This is not a requirement. Only add an end date when it is relevant.
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<tbody>
<tr>
<td>15.</td>
<td>Click the Status dropdown menu, and then select Inactive.</td>
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<tr>
<td>16.</td>
<td>As needed, enter free-form text with explanatory notes in the Comments text box.</td>
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<td>17.</td>
<td>Click the OK button.</td>
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<td></td>
<td>End of Procedure.</td>
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