General Info Tab
The general info tab displays detailed personal information for a student. This information includes: service indicators, initiated checklists, student groups, personal data, and national ID. Contact information including addresses, phone and email addresses is also shown.

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<th>Step</th>
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| 1.   | Enter 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 Ctr (Student). |
| 3.   | On the Student Services Center 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.   | Click the general info tab. |
| 7.   | On the General Info tab, click a link to summary details related to:  
  - **Service Indicators**: Displays current active service indicator/s.  
  - **Initiated Checklists**: Displays outstanding administrative items.  
  - **Student Groups**: Displays membership in student group/s. The student’s current status (active/inactive) in each student group along with the date/s related to each status is shown.  
  - **Personal Data**: Date of Birth, Gender and Marital Status.  
  - **National ID**: Country, National ID Type, and National ID (last four digits of SSN).  
  - **Names**: Name Type, Display Name and Status.  
  - **Addresses**: Billing, Home, Mailing, and Permanent.  
  - **Phones**: Phone Type, Phone Number, Extension, and Preference.  
  - **Email Addresses**: Campus, other known email addresses, and Preference. |

**Note:** If a student needs changes made to Personal Data, National ID, Names, Permanent Addresses, Phones and/or Email Addresses they should contact the Office of the Registrar. If a student is also on staff, then they should contact Human Resources. Students may add, edit or delete Billing, Home, and Mailing addresses through their Self Service.

End of Procedure.