Inactivate a Student in a Student Group
Student Groups are maintained throughout the student's tenure at CUNY. In some instances, a student becomes inactive in a student group. This procedure adds an inactive status row.

CUNYfirst retains a record of the student’s active status in the group.

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

<table>
<thead>
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<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 Ctr (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. When a student is already a member of any student groups, then these groups display on their **Student Groups** page.

The **Academic Institution** defaults to the student’s primary institution. As needed, find another **Academic Institution** row in the top pane by either clicking the **show next button** or **View All** link.

9. In the upper pane, select the **Add a row** icon.

10. Click the **Student Group** Look Up icon; and then select the correct **Student Group** or **Description** link.

    **Note:** The user will be able to access specific student groups associated with their security set-up.
11. To change the **Effective Date**, 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:** *The current date is the default.*

12. Click the **Status** dropdown menu; and then select **Inactive**.

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

14. Click the **OK** button.

**End of Procedure.**