Campus Solutions
Self Service: Faculty
Quick Reference Guide
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Self Service: Faculty

Quick Reference Guide

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Introduction to Step Sheets

Step Sheets have five features.

1. Topic Name
   The topic name indicates the purpose of the procedure.
   Each topic name contains key verbs that let you know what you are able to do using that procedure.
   - View – display record/s
   - Add – create a new record/s
   - Update – modify an existing record/s
   - Delete – purge an existing record/s

2. Descriptive Paragraph
   The topic name is followed by a brief descriptive paragraph that states the outcome of the procedure. Sometimes, the context for usage is described.

3. Navigate to Component
   Once you are logged in and selected the HR/Campus Solutions link, then the next step shows the navigation path to the component.
   The path shown starts from the home link on the first page.
   Always use the Main Menu on the left.

4. What Users Needs To Do
   CUNYfirst needs only a single click.
   Locate or find an item to view, add or update.
   Search or Look Up the range of values for that field.
   Choose the correct value or code from the Search Results or Dropdown box.
   Infrequently, free form text is entered.

   *Importantly whenever you see ‘Note:’, then additional information is provided to help use CUNYfirst effectively and efficiently.*

5. Finding Items on a Page
   Item names are bolded.
   The item name is shown exactly as it appears on the page. Sometimes a non-standard abbreviation is shown on the page.
   The item type is listed after the name.

---

Note: *Use CUNYfirst navigation to go back within the system, do not use your browser’s back button.*

Back to Table of Contents
The Faculty Center
The Faculty Center is a self-service component that provides instructors a single entry point from which to begin navigation to instructor-related transactions.

Within the Faculty Center, Faculty are able to:
- view their teaching schedule in both a grid and calendar format;
- view and enter instructional materials for their assigned classes;
- view their exam schedule in both a grid and calendar format;
- view their class roster and send notifications to students on the roster;
- submit the Verification of Attendance Roster; and
- view their grade roster; as well as, enter and submit grades for posting.
View Teaching Schedule
The Teaching Schedule displays a summary of class information including: class (catalog and section number), class title, number of students currently enrolled, meeting days and times, room assignments, and start and end dates. A link is provided to the class details page.

The Teaching Schedule automatically displays the latest term for which a faculty member has been assigned as a class instructor. Faculty may view their teaching schedule for other terms and at other institutions using CUNYfirst.

The Teaching Schedule may be viewed in a table or calendar format.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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: Self Service > Faculty Center > My Schedule. |
| 3.   | The My Teaching Schedule displays for the current term in a table format.  
  *Note: In most cases, when you cannot view your schedule, then the department has not yet assigned you to a class or classes. Please contact your department administrator.*  
  To view different terms at the same college or school or at other institutions click the change term button. |
| 4.   |  |
5. On the **Select Term** page, select a **Term** radio button.

6. Click either of the **Continue** buttons.

7. The **My Teaching Schedule** displays all classes for the selected term.

8. Alternatively, to display only those classes with enrolled students, select the **Show Enrolled Classes Only** radio button.

9. To view details of an assigned class, click the **Class** link.
10. The **Class Detail** page displays including: Class Details with Instruction Mode, Meeting Information, Enrollment Information, Class Availability, and Textbook/Other Materials sections.

   **Note:** All information in CUNYfirst is updated in real time. During the enrollment period, numbers in the Class Availability section will vary as students enroll, drop or swap classes.

11. Click the **Return to Faculty Center** link to return to **my schedule**.
To view your schedule in a calendar format, click the **View Weekly Teaching Schedule** link.
The View My Weekly Schedule displays.

Note: The Academic Calendar of your primary institution is displayed in this view.

Select the previous week or next week buttons to go to those schedules.

Alternatively, enter the date or click the calendar icon and select the week to view. On the calendar, click:

a. the left dropdown box icon, and then click the correct month;

b. the right dropdown box icon, and then click the correct year; and lastly

c. the correct day of the month.

As needed, enter the Start Time and End Time (format is 10:00AM or 4:00PM) for that week.

Click the refresh calendar button.
<table>
<thead>
<tr>
<th></th>
<th>From the <strong>Display Options</strong> section:</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>- Select the <strong>Show AM/PM</strong> checkbox to change to a 24 hour time display (6:00PM becomes 18:00).</td>
</tr>
<tr>
<td></td>
<td>- Select the <strong>Show Class Title</strong> checkbox to display the course name.</td>
</tr>
<tr>
<td></td>
<td>- Select the <strong>Show Instructor Role</strong> checkbox to display the assigned faculty.</td>
</tr>
<tr>
<td></td>
<td>- Select the checkboxes of those days of the week you wish to display.</td>
</tr>
<tr>
<td>18.</td>
<td>Click the <strong>refresh calendar</strong> button.</td>
</tr>
<tr>
<td>19.</td>
<td>In either the table or calendar format, select the <strong>Printer Friendly Page</strong> link and follow your browser's prompts to print the schedule as displayed.</td>
</tr>
</tbody>
</table>

**End of Procedure.**

[Back to Table of Contents]
Enter My Textbooks
Instructors enter bibliographic details of instructional materials for their assigned classes.

Course Material Types include: Article, Book, Cassette Recording, Chapter, Computer File, Electronic Resource, Film or Movie, Journal/Periodical, Map, Microform/Microfilm, Mixed Formats, Recording, and Score.

Before the start of this procedure, turn off your browser’s pop-up blocker.

Textbook details may be entered in three ways on a row:
1. Copy instructional materials from other class sections;
2. Use the integrated WebSearch function; and
3. Manually.

When applicable, enter copy textbooks rows first as it will overwrite existing textbook details.

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

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</table>
| 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: Self Service > Faculty Center > My Textbooks |
| 3.   | Add how to get to the class |
Method 1 – Copy instructional materials from other class sections.
On the my textbooks page in the my textbooks section header, select the row of the class section in which to enter details of instructional materials.

5. Select the copy textbooks button to go to the Enter Search Criteria page.

6. This message displays to warn that all existing textbook data will be overwritten. Click the OK button.
On the **Enter Search Criteria** page, click the **Institution** dropdown box icon; and then select the correct college or school.

8. Click the **Term** dropdown box icon; and then select the correct term.

9. In the **Class Search Criteria** section, click the **Course Subject** dropdown box icon; and then select the correct subject.

   **Note:** At least two Class Search Criteria must be selected in this section.

10. Enter the **Course Number** displayed in the Course Catalog.

11. Click the **Course Career** dropdown box icon; and then select the correct career.

12. Click the **Show Open Classes Only** checkbox to view both open and closed sections.

13. Click the **Search** button.
14. On the my textbooks Search Results page, courses are listed in alphabetical order.

*Note: Status displays as either an Open icon or a Closed icon.*

Select the Section link to view class details.

15. Verify that the instructional materials displayed are the correct entries to be copied to the new section, and then click the select class button on the Class Details page. The copied details display on the my textbooks page.


*Note: Prior to using this functionality, turn off your browser's pop-up blocker.*

As needed in the textbook details area, to add additional materials, click the Add a new row icon.
17. On the **my textbooks** page to use the integrated WebSearch function, select the **Search** button in the **textbook details** row.

   **Note:** If copied textbooks materials have already been selected, then add a row and select the **Search** button on the new row.

18. 

![Security Warning]

If your browser displays a **Security Warning** similar to those shown above, select the option to view all webpage content.

19. 

![Search Window]

A separate window pop-ups displaying the **Search** window.

Enter search criteria as text and click the **Search** button to display the search results.
20. Icons appear next to the type of instructional material to view from right to left one, more or all results.

To discard the search results and perform another search, click the x delete icon next to the Search button.

21. Click the Select link of instructional materials to obtain the textbook details data.
Some textbook details fields may auto-fill as in the example above.

If not, then enter found bibliographic details in the corresponding fields in the textbook details area.

*Note: The Price field must be entered to save the data.*
23. Click the **Course Material Type** dropdown box icon, and then select a description of the instructional materials from the item list.

Choose from these types of Course Materials: Article, Book, Cassette Recording, Chapter, Computer File, Electronic Resource, Film or Movie, Journal/Periodical, Map, Microform/Microfilm, Mixed Formats, Recording, and Score.

24. Click the **Status** dropdown box icon, and then select either the **recommend** or **required** list item.

25. Click the **save** button.
As needed on the textbook details header, select the Add a new row icon.

27. Enter additional instructional materials manually for the same section.

*Note: The Price field must be entered to save the data.*
Click the save button.

*Note: The save button may be used at any time to retain copied, searched or entered instructional materials information.*

29. When all course materials are entered, select the **Textbook entry complete** radio button to display all of the entries in self-service.

*Note: Once the Textbook entry complete radio button is selected, no changes may be made to the entered data.*

End of Procedure.
View Textbook Summary
Instructors may view instructional materials for their assigned classes.

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

<table>
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</tr>
</thead>
</table>
| 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: [Self Service > Faculty Center > My Schedule](#). |
| 3.   | Click the View Textbook Summary link to display the Textbook Summary page. |
Select the Printer Friendly Page link and follow your browser's prompts to print the Textbook Summary.

End of Procedure.
View Exam Schedule
The Exam Schedule specifies a date, start and end time, and location.

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- Enter your Username and Password and click the Log In button.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Faculty Center > My Schedule](#). |
| 3.   | ![My Exam Schedule](image) |

Click the My Exam Schedule link.

If final exams are scheduled for your classes, they are now displayed below your Teaching Schedule for the current term.

The example above displays the My Exam Schedule section before the exam schedule is posted.
The example below displays the My Exam Schedule section after the exam schedule is posted.

To view your schedule in a calendar format, click the View Weekly Exam Schedule link.

**Note:** As with your teaching schedule, the Class link displays the Class Detail page.

4. Select the previous week or next week buttons to go to those schedules.

5. Alternatively, enter the date or click the calendar icon and select the week to view. On the calendar, click:
   a. the left dropdown box icon, and then click the correct month;
   b. the right dropdown box icon, and then click the correct year; and lastly
   c. the correct day of the month.

6. As needed, enter the Start Time and End Time (format is 10:00AM or 4:00PM) for that week.
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click the <strong>refresh calendar</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td>From the <strong>Display Options</strong> section:</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td>9.</td>
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</tr>
<tr>
<td>20.</td>
<td>In either the table or calendar format, select the <strong>Printer Friendly Page</strong> link and follow your browser’s prompts to print the exam schedule as displayed.</td>
</tr>
</tbody>
</table>

**End of Procedure.**

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View/Download/Print Class Roster
Instructors view students enrolled in a class, or dropped from a class, or are on the wait list for a class using the Class Roster component of the Faculty Center.

In addition to presenting a complete list of students by enrollment status, class rosters also display detailed class information such as course title and number, class section and class number, as well as, class meeting details.

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  - Enter your Username and Password and click the Log In button.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Faculty Center > My Schedule**. |
| 3.   |  
  ![Image of My Schedule section](image)

The **My Teaching Schedule** displays for the current term in a table format.

*Note: Class rosters become available as soon a student enrolls in the class. If needed, click the change term button to select the desired term.*

| 4.   | To view the class roster, click the ✉ Class Roster icon to the left of the Class (course catalog code, section number and class number). |
On the **Class Roster** page in the **Enrolled Students** section, the roster displays a list of enrolled students in alphabetical order by last and then first name including their: ID (CUNY ID), Name, Grade Basis, Units, Program and Plan, and Level.

*Note: Click a column header to sort the list by that field.*
6. To view students that are not currently enrolled, click the Enrollment Status dropdown box icon; and then select the status you wish to view.

For example, if students have dropped the class since it began and prior to the official Withdrawal period (during which a student would receive a grade of W for the course), then select Dropped on the Enrollment Status dropdown box icon.

*Note: Refer to the Grade Roster to see the students who have officially withdrawn from the class.*

7. To download the roster as an Excel file, click the Download icon on the Enrolled Students title bar. An Excel file with the class roster information will be downloaded automatically to the local computer.

*Note: Prior to clicking the Download icon, set the browser to allow pop-ups.*

8. Select the Printer Friendly Version link and follow your browser’s prompts to print the class roster.

9. If needed, click the Change Class button to return to the My Teaching Schedule and select other Class Roster icons.

End of Procedure.
Send Email Notifications to Students
Faculty members are able to send email notifications to the students from the Class Roster page of the Faculty Center. Faculty may simultaneously send the same notice to all students for the class, a selected group of students or a single student.

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- Enter your Username and Password and click the Log In button.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Faculty Center > My Schedule](#) |
| 3.   | The My Teaching Schedule displays for the current term in a table format.  
To view the class roster, click the Class Roster icon to the left of the Class (course catalog code and section number).  
*Note: Class rosters become available as soon a student enrolls in the class. If needed, click the change term button to select the desired term.* |
4. On the **Class Roster** page in the **Enrolled Students** section, the roster displays a list of enrolled students in alphabetical order by last and then first name including their: ID (CUNY ID), Name, Grade Basis, Units, Program and Plan, and Level.

**Note:** Click a column header to sort the list by that field.

5. To send a message to every student, click the **notify all students** button.

6. Alternatively in the **Notify** column, select the checkbox of each student to be sent a notification; and then click the **notify selected students** button.
7. In the **Message Text** box, enter the body of the notice.

8. Click the **Send Notification** button.

10. As needed, click the Return to Class Roster link to display the Class Roster page.

11. As needed on the Class Roster page, click the change class button to return to the My Teaching Schedule and select other Class Roster icons to send notifications to students on that class roster.

End of Procedure.

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Verification of Attendance Rosters
For classes with both a graded component and enrolled students, instructors confirm that an enrolled student has not attended at a timeframe based on the institution.

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

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</table>
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- Enter your Username and Password and click the Log In button.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Faculty Center > Verification Attendance Roster**. |
| 3.   | Select the verification of attendance rosters tab to display the Select Term page. |
| 4.   | On the Select Term page, select a Term radio button. |
| 5.   | Click either of the CONTINUE buttons. |
The Verification of Attendance Rosters page for that term displays a list of all the faculty member’s classes that require verification of attendance for the term.

Each row contains the following columns: Class Data (subject, catalog number, class number, and description), Enrolled (number of students enrolled), Career (undergraduate or graduate course), Submitted (indicator, yes or no, for roster submission), Roster Due Dates (period during which roster can be submitted), Remaining Days (numbers of days left to submit the roster).

Note: If the roster availability dates have either passed or are in the future, then this message displays: **Verification rosters are not available.**

7. Click the verification of attendance roster icon for the appropriate class.
Note: The roster contains only students who are enrolled for the class. No dropped or withdrawn students are listed on the roster.

The default value for the attendance radio button is Yes, attended.

Select the No, never attended radio button for any student that has never attended the class up to the 20% point in the term/session.

9. Click the save button.

Note: If you make changes to the roster, but have not yet completed it, then you may save the roster and return later to complete and submit the roster.

10. Once the Verification of Attendance Roster is complete, click the submit button.

Note: Clicking the submit button disables the roster for any future changes.
11. Verification of Attendance Roster

<table>
<thead>
<tr>
<th>Institution</th>
<th>Hostos Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Term</td>
<td>2013 Spring Term</td>
</tr>
<tr>
<td>Class Data</td>
<td>BUS 110-316A (8207)</td>
</tr>
<tr>
<td></td>
<td>BUSINESS ETHICS</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
</tr>
<tr>
<td>Instructor: Name</td>
<td></td>
</tr>
</tbody>
</table>

**This roster has been submitted to the Registrar.**

This message displays: **This roster has been submitted to the Registrar.**

Both the **save** and **submit** buttons no longer display.

End of Procedure.
Enter Grades Using the Grade Roster
Instructors enter, review, approve and submit grades on the Grade Roster component.

Grade Rosters are generated by the designated campus unit (typically The Office of the Registrar) and made available to faculty members in their Faculty Center.

In addition to entering grades directly into CUNYfirst, faculty may download an excel file on which to enter grades.

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

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</table>
| 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.   | ![Diagram of Faculty Center and My Schedule section]  
Navigate to: Self Service > Faculty Center > My Schedule.  
The My Teaching Schedule displays for the current term in a table format. |
| 3.   | Entering grades within CUNYfirst  
To view the grade roster, click the Grade Roster icon to the left of the Class (course catalog code, section number and class number). |
4. The Grade Roster page Student Grade tab displays a list of enrolled students in alphabetical order by last and then first name including their: ID (CUNY ID), Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level.

Note: Click a column header to sort the list by that field.

Note: The CUNY School of Law applies a policy of Blind Grading. The two ID and Name columns are replaced by a single Blind ID column that displays the student's four digit Blind Grading ID for the term.

5. The default display shows the first twenty students. To see every student on the grade roster, click the View All link below the last row.
6. Click the **Grade Roster Action: Approval Status** dropdown box icon, and then select **Save but not Submit**.

**Note:** The default Grade Roster Action: Approval Status is “Save but not Submit”.

**Note:** In order to enter grades, the approval status must be “Save but not Submit”.

7. Click the **save** button.

8. Click the **dropdown box icon to the left of the `< - add this grade to selected students` button; and then select a list item (A, A+, A-, B, B+, B-…).

**Note:** A student may already display an administratively assigned grade; typically, this is a ‘W’ grade assigned as a result of withdrawing from the class.

9. Click the checkbox to the left of each student to be assigned the selected grade.

10. Click the `< - add this grade to be selected students` button.

11. As needed, repeat Steps 8-10 until each student is assigned a grade.
12. Another way is to assign a grade to one student, click the **Roster Grade** dropdown box icon; and then select the correct list item.

*Note: Only those grades applicable to the Grade Basis for that student display on that student's Roster Grade dropdown box menu.*

13. Once any data is entered in the **Roster Grade** column from either data entry method, then the boxed message displays at the top of the page. Click the **enable tabs & links** button to clear any data entered that has not been previously saved.
14. Click the **save** button.

*Note: You may save a roster as many times as you wish. It is recommended that you save early and save often. When the approval status is “Save but not Submit”, then Instructor/s may return to the grade roster to add or change grades.*

15. [Image of grade roster interface]
If you are the Secondary Instructor of this class, then click the **Grade Roster Action: *Approval Status** dropdown box icon, and select **Hold for Approval**.

*Note: Please be certain that you are ready to forward your input on grades before saving Hold for Approval. Secondary Instructors select Hold for Approval to complete their part of the grading process. Once Hold for Approval is saved by a Secondary Instructor, then the Secondary Instructor may not change any grades.*

*Note: Primary Instructors - If your review of the Grade Roster identifies a need to add or change a grade, then click the Grade Roster Action: *Approval Status dropdown box icon, and then select Save but not Submit.*

*Note: In order to add or change grades, the approval status must be “Save but not Submit”.*

| 16. | In the **Display Options** area, select the **Display Unassigned Roster Grade Only** checkbox to view only those students for whom no grade is entered. |
| 17. | As needed in the **Roster Grade** column, add or change a grade for students using the dropdown box icon. |
| 18. | Click the **SAVE** button. |
19. After a grade is entered and reviewed for every student on the roster, then click the Grade Roster Action: *Approval Status dropdown box icon and select Submit Grades to Registrar.

Note: A Grade Roster cannot be submitted unless a grade has been assigned to every student on the roster.
Note: Please be certain that you are ready to submit your grades before choosing Submit Grades to Registrar.

20. Click the SAVE button to approve your grade roster.

Note: Grades appear in the Official Grade column once they are posted by the Registrar.

21. Select the Printer Friendly Version link and follow your browser’s prompts to print the Grade Roster.

22. If needed, click the change class button to return to the My Teaching Schedule.

End of Procedure.
Enter Grades Using an Excel Spreadsheet
Instructors enter, review, approve and submit grades on the Grade Roster component.

Grade Rosters are generated by the designated campus unit (typically The Office of the Registrar) and made available to faculty members in their Faculty Center.

In addition to entering grades directly into CUNYfirst, faculty may download an excel file on which to enter grades.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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:  
- **Self Service > Faculty Center > My Schedule**.  
The [My Teaching Schedule](https://home.cunyfirst.cuny.edu) displays for the current term in a table format.  
To view the grade roster, click the Grade Roster icon to the left of the Class (course catalog code, section number and class number). |
4. The Grade Roster page displays for the selected class. Scroll down the Grade Roster page to the Import Grades from External File section. Click the download excel file button.

5. A Read-Only Excel spreadsheet downloads to your computer.

6. In the Grade column enter the grade for that student.

Note: To successfully upload the spreadsheet without error messages:
- Do not change any other fields on the spreadsheet.
- The grade entered for the student must be applicable to the grading basis on which the student took the class.
- The grade entered must be the same format as on the Roster Grade dropdown menu.
- Enter a grade for every student on the spreadsheet.
7. When all grades are entered, then on the Excel **File** menu, select **Save As**.

8. Overwrite the displayed File name with one of your own choosing such as **CU_E1073_FILES1**.

9. From the **Save as type** dropdown, select **CSV (Comma delimited) (*.csv)**.

10. Click the **Save** button.

11. This message will display. Click the **Yes** button.
12. Click the **upload csv file** button to upload the .csv file into CUNYfirst. When the upload is complete, the **Uploaded!** message displays.

13. Click the **add grades to roster** button. When the upload is complete, the **Added!** message displays.

14. Verify that all of the grades are displayed correctly.

   *Note: It is recommended to manually add or correct grades using the Roster Grade dropdown menu for that student. Alternatively, select the **review results** icon that displays error messages. Download the excel spreadsheet again to resolve the error messages and upload the spreadsheet again until every student has the correct grade displayed in the Grade column.*

End of Procedure.

[Back to Table of Contents]
**View Grades using the Grade Roster**
Instructors use the grade roster to view grades.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar:  &lt;ul&gt; • Enter your Username and Password and click the Log In button.  • From the Enterprise Menu, select the HR/Campus Solutions link. &lt;/ul&gt;</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to: <strong>Self Service &gt; Faculty Center &gt; My Schedule</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td><img src="image" alt="Diagram of My Teaching Schedule" />  The <strong>My Teaching Schedule</strong> displays for the current term in a table format.</td>
</tr>
<tr>
<td>4.</td>
<td>As needed, click the <strong>change term</strong> button to select the desired term.</td>
</tr>
<tr>
<td>5.</td>
<td>To view the grade roster, click the <strong>Grade Roster</strong> icon to the left of the Class (course catalog code and section number).</td>
</tr>
</tbody>
</table>
6. The Grade Roster of the selected class displays.

Note: The CUNY School of Law applies a policy of Blind Grading. The two ID and Name columns are replaced by a single Blind ID column that displays the student’s four digit Blind Grading ID for the term.

7. To download the Grade Roster, click the Download link under the Grade Roster. The roster information will be downloaded automatically to the local computer.

Note: Prior to clicking the Download icon, set the browser to allow pop-ups.

8. Select the Printer Friendly Version link and follow your browser’s prompts to print the grade roster.
<table>
<thead>
<tr>
<th>9.</th>
<th>As needed, click the <strong>change class</strong> button to return to the <strong>My Teaching Schedule</strong> and select other <img src="Image" alt="Grade Roster" /> icons.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

[Back to Table of Contents]
**Quick Card 1 Topics**
- View Teaching Schedule
- View/Download/Print Class Roster
- View Exam Schedule
- Send Email Notification to Students

---

**View Teaching Schedule**
Self Service > Faculty Center > My Schedule
1. View your class schedule for the current term.
   **Note:** In most cases, if no schedule is displayed, your department has yet to assign you to a class/ES. Please contact your departmental administrator.
2. To display another term:
   - Click the change term button.
   - Select different term radio button.
   - Click CONTINUE.
3. Select Show All Classes radio button or select Show Enrolled Classes Only radio button to display only those classes in which students are currently enrolled.
4. To view details of an assigned class, click the Class link.
5. Click Return to Faculty Center to return to your my Schedule.
6. To display your Teaching Schedule in a calendar format, click View Weekly Teaching Schedule.
   - View other weeks by clicking the Previous Week and Next Week buttons.
   - To view another week, enter a new date in the Show Week of field and then click Refresh Calendar.
   - Use the display options section to customize the view; i.e., hiding weekend days.

---

**View Exam Schedule**
Self Service > Faculty Center > My Schedule
1. Once posted by the Registrar, click the My Exam Schedule link to display, this section below the Teaching Schedule.

---

**View/Download/Print Class Roster**
Self Service > Faculty Center > My Schedule
1. View the My Schedule page to get a list of classes for the current semester assigned to the faculty member.
   **Note:** Class rosters become available as soon as students enroll in the class. As needed, click change term button to select a different term.
2. Click the Class Roster icon on a row to view the class roster for that class.
3. **View Class Roster:** The roster automatically displays a list of students (including their CUNY ID, Name, Grade Basis, Units, Program and Plan, and Academic Level) currently enrolled in the class. Select another Enrollment Status from the dropdown menu to view a list of those students that dropped the class since it began and prior to the official Withdrawal period.
   **Note:** Click the appropriate column header to view the roster by that column in ascending order. Click a column header twice to sort the column in descending order.
4. **Download Roster:** Click Download icon located to the left on the blue bar above the student roster listing to download an Excel file with class roster information to the local computer.
   **Note:** Prior to selecting the download icon, ensure the pop-up blocker is turned off.
5. **Print Class Roster:** Select the Printer Friendly Version link and follow your browser's prompts to print the roster.
6. To select another class, click the Change Class button.

---

**Send Email Notification to Students**
Self Service > Faculty Center > My Schedule
1. View the My Schedule page to get a listing of classes for the current semester assigned to the faculty member.
   **Note:** Class rosters become available as soon as students enroll in the class. As needed, click change term button to select desired term.
2. Click the Class Roster icon on a row to view the class roster for that class.
3. In the Notify column, select the checkbox of each student to be notified.
4. Click either the notify selected students button or notify all students button the system displays the Send Notification page:
   - Verify the email is being sent to the correct individual's campus email account.
   - Recipients may be added in the To, CC, or BCC fields.
   - The subject heading may be changed.
   - Enter the message in the Message Text box.
   - After completing all fields on the Send Notification page, click the Send Notification button.
5. After clicking the notify selected students or notify all students button the system displays the Send Notification Result.
6. To select another class, click the Change Class button.
Quick Card 2 Topics
Enter My Textbooks | Verification of Attendance Rosters
View Grades Using the Grade Roster

Enter My Textbooks
Enter by: copying instructional materials from other class sections; using the integrated WebSearch function and/or manually.

Note: When applicable, enter copy textbooks rows first as it will overwrite existing textbook details.

Note: Turn off your browser’s pop-up blockers.

Self Service > Faculty Center > Enter copy textbooks
1. As needed, select the change term button.
2. Click the OK button on the warning Message.
3. On the Enter Search Criteria page, select the Institution and Term.
4. In the Class Search Criteria section, select at least two criteria.
5. Uncheck the Show Open Classes Only checkbox.
6. Click the Search button.
7. In the Search Results area, click the View All Sections link.
8. Click the Select Class button from which to copy the textbook data.

Method 3
1. To use the WebSearch function, select the Search button on the my textbooks tab.

Note: If a Security Warning appears, then accept all content.

2. In a new window, enter search criteria as text and click the Search button.
3. Click the Select link of instructional materials to search the internet for bibliographic details.

Note: The Price field must be entered to save the data.

Method 3
14. On the textbook details header, select the Add a new row icon to display and enter additional instructional materials manually for the same section.

For each learning materials item:
15. On the Course Material Type dropdown box, select the correct description of the instructional materials.
16. On the Status dropdown box, select either recommend or required.
17. Click the save button.
18. When all course materials are entered, select the Textbook entry complete radio button to display final Textbook data in Self-Service.

Verification of Attendance Rosters
Self Service > Faculty Center > Verification of Attendance Rosters
1. As needed, click change term button to view rosters from various terms/institutions.

Note: A message will display to indicate roster availability dates.
2. Select the verification of attendance rosters tab to display the list of classes that require verification of attendance for the selected term.

Note: Each row displays the following columns: Class Data (subject, catalog number, class number, and description), Enrolled (number of students enrolled), Career (Level I.e., graduate or undergraduate), Submitted (yes or no), Roster Due Dates (period during which roster may be submitted), Remaining Days (numbers of days left to submit the roster).
3. Click the verification of attendance roster icon of a class.

Note: The roster displays only those students who are currently enrolled.
4. Select the radio button of No, never attended for each student to whom that applies.

Note: Students who have not attended ‘at least once’ by the end of the 20% point in a term/session) should be marked as “No, never attended”.
5. Select the save button.

Note: If you make changes to the roster, but have not completed it, you may save the roster and return later to complete and submit the roster.
6. Once the attendance roster is completed, click the Submit button.

Note: Clicking the Submit button disables any further changes. A message displays indicating that the roster is submitted to the Registrar.

View Grades Using the Grade Roster
Self Service > Faculty Center > My Schedule
1. Click the Grade Roster icon of the selected class.
2. To select another class, click the change class button.
3. Click the Grade Roster icon on one of the rows to view the grade roster for that class.

Grading (Entry/Approval)
Self Service > Faculty Center > My Schedule
1. View the My Schedule section of the page.
2. Click the Grade Roster icon of the class.

Note: Only the first 20 rows of a grade roster are display. Click the “View All” link below the 20th student.
3. Select the Approval Status of Save but not Submit and click the Save button.

Note: To enter grades, the grade roster approval status must be “Save but not Submit”.
4. Enter the grades in the Roster Grade field and then click the Save button.

Note: If a student on the grade roster already has a grade (typically a ‘W’), this is a grade that has been assigned as a result of withdrawing from the class or has been administratively assigned.
5. Select the Approval Status of Hold for Approval and click the Save button.

Note: The grades have not been submitted.
6. Select the Approval Status of Save but not Submit and click the Save button.

Note: The Primary Instructor may review and then add or change grades.
7. Change grades as needed and click Save.
8. Select the Approval Status of Submit Grades to Registrar and click the Save button.

Note: Once the status is set to ‘Submit Grades to Registrar’ the dropdown box to enter grades does not display.

Note: A Post button displays at some institutions for the primary instructor.
9. Click the Save button.

Note: Grades may be changed until they have been posted by the Office of the Registrar and appear in the official Grade column.

Faculty Center Action Quick Card
Updated as of 3/23/2014
Appendix A: Getting Started in CUNYfirst

CUNYfirst is an Internet-based application built on the PeopleSoft Enterprise platform. You may access this application at any location with Internet access.

An Identity Management System secures all of the data. You will be assigned a User ID and you will create your own password.

Security access allows you to use all of the functionality that you need. Your access is restricted from any functionality that you do not need.

Back to Table of Contents
Managing Microsoft Internet Explorer Compatibility with CUNYfirst

If your computer is running Internet Explorer 10, then set Compatibility View to ‘on’.

*Note: Each CUNY institution schedules administrative maintenance of browser software as needed. In that event, this procedure may need to be repeated.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the header, click the <strong>Tools</strong> menu.</td>
</tr>
<tr>
<td>2.</td>
<td>From the <strong>Tools</strong> menu, select <strong>Compatibility View settings</strong>.</td>
</tr>
</tbody>
</table>
3. Select the Display all websites in Compatibility View checkbox.

4. Click the Close button.

End of Procedure.
Managing Mozilla Firefox Pop Up Blockers for CUNYfirst

To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser’s pop-up blocker is not turned off.

Some browsers allow the user to automatically allow pop-ups from specific websites. Once these browsers are set, then the user will always be able to get .pdf files or print from CUNYfirst without making further adjustments.

Major browsers supported by CUNYfirst are Mozilla Firefox, Microsoft Internet Explorer, and Apple Safari.

*Note: Each CUNY institution schedules administrative maintenance of browser software as needed. In that event, this procedure may need to be repeated.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the header, click the <strong>Tools</strong> menu.</td>
</tr>
<tr>
<td>2.</td>
<td>Select <strong>Options</strong>.</td>
</tr>
</tbody>
</table>
3. Select the **Content** panel.

4. Click the Block pop-up windows **Exceptions** button.
To add a website to the Exceptions list, on the *Allowed Sites – Pop-ups* dialogue box in the *Address of web site* field, enter *.*cuny.edu.

6. Click the *Allow* button.
7. Click the **Close** button.
Click the OK button.

End of Procedure.
Managing Microsoft Internet Explorer Pop Up Blockers for CUNYfirst

To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser’s pop-up blocker is not turned off.

Some browsers allow the user to automatically allow pop-ups from specific websites. Once these browsers are set, then the user will always be able to get .pdf files or print from CUNYfirst without making further adjustments.

Major browsers supported by CUNYfirst are Mozilla Firefox, Microsoft Internet Explorer, and Apple Safari.

Note: Each CUNY institution schedules administrative maintenance of browser software as needed. In that event, this procedure may need to be repeated.

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<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the header, click the <strong>Tools</strong> icon.</td>
</tr>
<tr>
<td>2.</td>
<td>From the menu, select <strong>Internet options</strong>.</td>
</tr>
</tbody>
</table>
Select the Privacy tab.
Select the **Turn on Pop-Up Blocker** checkbox.
5. Select the **Settings** button.
6. In the field **Address of website to allow**, enter the url address `*.cuny.edu`.

7. Click the **Add** button.
Click the **Close** button.
Click the OK button.

End of Procedure.
Managing Apple Safari Pop Up Blockers for CUNYfirst

To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser’s pop-up blocker is not turned off.

Some browsers allow the user to automatically allow pop-ups from specific websites. Once these browsers are set, then the user will always be able to get .pdf files or print from CUNYfirst without making further adjustments.

Major browsers supported by CUNYfirst are Mozilla Firefox, Microsoft Internet Explorer, and Apple Safari.

*Note: Each CUNY institution schedules administrative maintenance of browser software as needed. In that event, this procedure may need to be repeated.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To allow pop-ups in Safari, select Safari on the main tool bar.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Safari menu" /></td>
</tr>
<tr>
<td></td>
<td>If the Block Pop-Up Windows option is checked, select it to uncheck it and unblock pop-up windows.</td>
</tr>
<tr>
<td></td>
<td><em>Note: This applies to all websites. There is no site specific option in Safari.</em></td>
</tr>
<tr>
<td>2.</td>
<td>End of Procedure.</td>
</tr>
</tbody>
</table>

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Activate My CUNYfirst Account

In order to access CUNYfirst, users activate or claim their account through the Identity Management System (IMS).

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar.</td>
</tr>
<tr>
<td>2.</td>
<td>On the Login page, click <strong>First time users</strong> link.</td>
</tr>
</tbody>
</table>
3. **Account Activation**

Please provide the required information in the following fields to activate your CUNY account.

- **First Name**: Brooklyn
- **Last Name**: Student
- **D.O.B. (mm/dd/yyyy)**: **********
- **SS# (last 4 digits)**: ****

On the **Account Activation** page, enter **First name, Last Name, Date of Birth, Last 4 digits of SS number**, and **RECAPTCHA** text.

**Note**: **Use your name of record with correct capitalization for the First Name and Last Name fields.**

**Note**: **Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.**

**Note**: **If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.**

4. **Click the OK button.**
5. On the Challenge Questions and Answers page, select or create five different questions and enter different answers. In the event you forget your password, then you will be asked three of these five questions and your answers must match each character.

Note: In CUNYfirst, users may reset their password with Challenge Questions and Answers.

6. Click the OK button.
### Choose a Password

Choose a password below. For password policy details, please [click here](#).

<table>
<thead>
<tr>
<th>Password*:</th>
<th>••••••••••</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm Password*:</td>
<td>••••••••••</td>
</tr>
</tbody>
</table>

*Denotes required field

Once submitted, the update process may take a couple minutes. Please wait...

On the **Choose a Password** page, enter and confirm your password.

**Note:** *The two entries must match or the user will have to re-enter both fields.*

**Note:** *CUNY Password Policy when choosing a password*

- 8 or more characters
- 1 or more uppercase letters
- 1 or more numeric or special characters

**Note:** *CUNY Password Reset Policy*

- No change for 5 days after last password change
- Not one of 4 previous passwords
- Expires 90 days after the last password change
  
  An email notification will be sent to users whose password is going to expire in the next 7 days.
  
  Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password.
  
  At 90 plus days, CUNYfirst will require the user to change their password.

### User Activation Completed Successfully!

**Your username is:** [FirstName.LastName##](#)

**Your EMPLID is:** [#####](#)

On the **User Activation Completed Successfully!** page, your Empl ID (CUNY ID) is displayed as in the example below.

**Note:** *The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.*

### End of Procedure.
Log In to My CUNYfirst Account

CUNYfirst is an internet-based application. Signing into CUNYfirst is just like opening a password-protected page of a website on the Internet.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar.</td>
</tr>
</tbody>
</table>
| 2.   | Enter your Username and Password and click the Log In button.  
*Note: Faculty, staff, and students are assigned a unique Username and create their own Password. Do not share this information with anyone.* |
| 3.   | From the Enterprise Menu, select the HR/Campus Solutions link.  
*End of Procedure.* |

Back to Table of Contents
**Sign Out of My CUNYfirst Account**

To protect your privacy and prevent unauthorized use of your account, be sure to sign out and close all web browser windows to end your session.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><img src="image" alt="Screenshot" /> Click the <strong>Sign Out</strong> link in the upper right corner of the screen.</td>
</tr>
<tr>
<td>2.</td>
<td>You have successfully ended your session in CUNYfirst.</td>
</tr>
<tr>
<td>3.</td>
<td>Close all web browser windows to clear the session information.</td>
</tr>
</tbody>
</table>

**End of Procedure.**
## Change My CUNYfirst Password

A user may change their password for the CUNYfirst Portal using the Identity Management System.

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

### Step | Action
--- | ---
1. | Enter the CUNYfirst URL [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar to access the CUNYfirst Portal Login page.

### Step

#### Sign In

- **Username**
- **Password**

**Log In**

*Forgot Your Password? [Change Password] | First Time Users*

Click the **Change Password** link.

### Step

#### Password Change

Please provide the required information in the following fields to reset your password:

For password policy details, please [click here](#).

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td></td>
</tr>
<tr>
<td>CUNY ID</td>
<td></td>
</tr>
<tr>
<td>Old Password*</td>
<td></td>
</tr>
<tr>
<td>Password*</td>
<td></td>
</tr>
<tr>
<td>Confirm Password*</td>
<td></td>
</tr>
</tbody>
</table>

*Denotes required field

On the **Password Change** page, enter the correct value for either the **User ID** or **CUNY ID** fields.

**Note:**

- **User ID** is your CUNYfirst Username, e.g. John.Smith78.
- **CUNY ID** is your unique eight digit Identification number, e.g. 12345678.

### Step

Enter the correct value for the **Old Password** (current password) field.
5. Enter identical values for the **Password** and **Confirm Password** fields.  
*Note: CUNY Password Policy when choosing a password:*  
- 8 or more characters  
- 1 or more uppercase letters  
- 1 or more numeric or special characters  
*Note: CUNY Password Reset Policy:*  
- No change for 5 days after last password change  
- Not one of 4 previous passwords  
- Reminder sent 85 days after last password change  
- Expires 90 days after the last password change

6. Click the **OK** button.

7. **Challenge Questions And Answers**  
If you would like to change your challenge questions and answers, please select again from each of the drop down menus below:  
- **Question 1**: What is the name of your pet?  
  - **Answer**: Fifi the Dog
- **Question 2**: What is your maternal grandmother’s first name?  
  - **Answer**: Jasmine
- **Question 3**: What is the city of your birth?  
  - **Answer**: Rigby
- **Question 4**: What is your favorite color?  
  - **Answer**: Sky Blue
- **Question 5**: What is your mother’s maiden name?  
  - **Answer**: Stravinski

On the **Challenge Questions and Answers** page, you may also change any or all of the **Questions 1-5** and **Answer** fields.

8. Click the **OK** button.

9. **Your Password Has Been Changed Successfully!**  
   - **Your username is**: FirstName.LastName##  
   - **Your CUNY ID is**: #######

**Return to Log-in Page**  
When the process is completed, then the following confirmation message appears.

10. To login to CUNYfirst, click the **Return to Log-in Page** link.  
**End of Procedure.**
I Forgot My CUNYfirst Password
This procedure describes how a user retrieves their forgotten password for the CUNYfirst Portal using the Identity Management System (IMS).

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

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>1.</td>
<td>Enter the CUNYfirst URL <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar to access the CUNYfirst Portal Login page.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the CUNYfirst Username, e.g. FirstName.LastName##.</td>
</tr>
<tr>
<td></td>
<td>Click the <a href="https://home.cunyfirst.cuny.edu">Forgot your password?</a> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the Username, e.g. FirstName.LastName##.</td>
</tr>
<tr>
<td></td>
<td>Click the <a href="https://home.cunyfirst.cuny.edu">Forgot Password</a> page.</td>
</tr>
<tr>
<td></td>
<td>Enter the correct value for either the User ID or CUNY ID fields.</td>
</tr>
<tr>
<td></td>
<td>Note: User ID is your CUNYfirst Username, e.g. FirstName.LastName##.</td>
</tr>
<tr>
<td></td>
<td>CUNY ID is your unique eight digit identification number, e.g. 12345678.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the OK button.</td>
</tr>
</tbody>
</table>
5. **Answer To Challenge Questions**

Please answer the following questions to reset your password.

- **What is the name of your pet***: 
- **What is your maternal grandmother's first name***: 
- **What is the city of your birth***: 

*Denotes required field

On the **Answer To Challenge Questions** page three of your five Challenge Questions display. Enter your answers to the left of the displayed questions.

6. Click the **OK** button.

7. **Choose New Password**

Choose a new password below. For password policy details please [click here](#).

- **Password***: 
- **Confirm Password***: 

*Denotes required field

On the **Choose New Password** page, enter identical values for the **Password** and **Confirm Password** fields.

**Note:** [CUNY Password Policy when choosing a password](#):
- 8 or more characters
- 1 or more uppercase letters
- 1 or more numeric or special characters

**Note:** [CUNY Password Reset Policy](#):
- No change for 5 days after last password change
- Not one of 4 previous passwords
- Reminder sent 85 days after last password change
- Expires 90 days after the last password change

8. Click the **OK** button.

**Note:** Once submitted, the process may take a couple minutes.
9. When the process is completed, then the Your Password Has Been Changed Successfully confirmation message appears.

10. To login to CUNYfirst, click the Return to Log-in Page link.

End of procedure.
Add a Favorite
My Favorites allows you to create your own list of bookmarks to commonly used components in CUNYfirst.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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.   | When you have navigated to the first page of a frequently used component, in the Universal Navigation Header click the Add to Favorites link. |
| 3.   | On the Add to Favorites page, either leave the auto-text description or enter text to create a description of the component. |
| 4.   | Click the OK button. |
|      | End of procedure. |

[Back to Table of Contents]
Delete a Favorite
My Favorites allows you to delete a bookmark.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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: [My Favorites > Edit Favorites](#). |
| 3.   | On the Edit Favorites page to remove a favorite, click the Delete button on that favorite’s row. |
| 4.   | On the Message from webpage window to confirm the favorite is to be deleted, click the OK button. |
| 5.   | Click the Save button.  
*Note: The favorite will not be deleted until you complete this step.* |

End of procedure.
**Sequence Favorites**

On the My Favorites menu, bookmarks are listed in the order in which they were added to My Favorites.

My Favorites allows you to sequence bookmarks of commonly used components in My Favorites on the CUNYfirst Main Menu.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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: **My Favorites > Edit Favorites**. |
| 3.   | On the Edit Favorites page in the Sequence number field, enter a numeral to indicate the preferred position on the list for each favorite.  
*Note: The number ‘1’ is the first favorite on the revised list.* |
| 4.   | Click the Save button.  
*Note: The sequence of favorites will not be done until this step is completed.* |

End of procedure.
Course Registration in ELM – Campus Users

A range of CUNYfirst training sessions are available for registration in ELM. Once an individual has enrolled in a course, they will have permanent access to relevant training materials through their learning transcript.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Enterprise Learning Management link. |
| 2.   | On the Menu on the left, click Self Service.  
  Note: Throughout CUNYfirst, only those components to which you have been granted appear in the Menu. |
| 3.   | Click Learning.  
  Note: Personal Information holds a range of Bio-Demo data from your HR record. Learning holds information related to all CUNYfirst learning. |
4. Click **Browse Catalog**.

**Note:** Once you register and complete courses, you will be able to select All Learning for all of your training materials.

5. **Browse Catalog**

Click **CUNYfirst Training Program**.

**Note:** Click Next to view all available options.

6. **Campus Solutions**

Click **Campus Solutions**.

**Note:** Here are the various categories of courses and learning materials. In this example, **Campus Solutions** contains courses and training materials for Admissions, Campus Community, Student Records, Student Financials, Financial Aid, and Self Service.

7. **Admissions**

Select the Related Categories link to view learning activities for that module (i.e., Campus Community, Admissions, etc.). In this example, we will select the link for Admissions.”
Select the desired course within your chosen area. Each course is numbered and named to indicate the content a learner may need. For example, Admissions holds courses from 201 – 205.

9. **Select**

When course sessions are available, they are listed in Activity Options

*Note: If nothing displays here, your campus has not yet scheduled training sessions.*

10. **Enroll**

To add a session to your Learning Transcript, click the **Enroll** button.

11. **Submit Enrollment**

Click **Submit Enrollment**.

*Note: The Enrollment Confirmation page displays. The course will now displays in your All Learning. You will also receive an email confirmation of successful enrollment at a later time.*

12. On the **Enrollment Confirmation** page, click the **Activity Name** link (course title) link.
On the Activity Details page, click the Notes and Attachments link to access Training Materials.

In the Attachments section File column, select a link to download the document and save it to your computer.

*Note: To open the Power-Point PDF, you may have to hold down the Control key when you click the link. Please be sure you have disabled your Pop-Up Blocker.  
Note: After you have enrolled, you can access these materials via the My Learning link.  
Note: If updates are made to any training materials, you will receive an automatic notification via email. If you choose to save or print any of the material, please be mindful of these updates.*

End of Procedure.
Course Location in ELM – Campus Users
Once an individual is enrolled in a course, enrollment and course information are available in ELM. Learners will be able to locate specific details about the course (e.g., location, date, and time).

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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 Enterprise Learning Management link. |
| 2.   | On the Menu on the left, click Self Service.  
   *Note: Throughout CUNYfirst, only those components to which you have been granted appear in the Menu.* |
| 3.   | Click Learning.  
   *Note: Personal Information holds a range of Bio-Demo data from your HR record. Learning holds information related to all CUNYfirst learning.* |
4. Click the My Learning link to display a list of registered courses. When you have registered for more than five courses, click the All My Learning link to view additional courses. It may be helpful to click the Title row link to sort course information alphabetically.

5. Click the underlined course title to display specific details about the course.

6. On the course information page, you will find specific details about the course enrollment (i.e., Enrollment Status and Start Date). Additionally, this page contains links to Notes and Attachments, exercises and your progress. Scroll down and click the View Schedule and Location link.

7. Here you will find the specific details about the course’s scheduled date and time. Click the city and state (e.g., New York, NY) link.
The **Sessions Facility Detail** window provides complete information about the course location. This includes the building, room name/number and address.

9. **Return to Previous Page**

Click **Return to Previous Page** link (located at the bottom of the page) to return to course details.

**End of Procedure**
Learner Enrollment Transcript in ELM – Campus Users
Once an individual has enrolled in a course, they will have permanent access to relevant training materials through their learning transcript.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Enterprise Learning Management link. |
| 2.   | ![Menu](image)  
On the Menu on the left, click Self Service.  
*Note: Throughout CUNYfirst, only those components to which you have been granted appear in the Menu.* |
| 3.   | Click Learning.  
*Note: Personal Information holds a range of Bio-Demo data from your HR record. Learning holds information related to all CUNYfirst learning.* |
4. Click **All Learning**.

5. **All Learning**

   All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

   ![All Learning Table]

   To be guided through selected key transactions using a UPK (User Productivity Kit) On the **All Learning** page, click the **Launch** button that corresponds to the title of the session.

   **See It** mode allows users to simply watch the activity.

   **Try It** mode is recommended. It provides prompts for the user to complete each step in the process.

   **Know It** mode requires users remember all the steps in the process and will provide the user with a score upon completion.

   **Note:** Close the UPK window to allow you to open another UPK.

6. Select the **Title** link to view the **Activity Progress** page for a course.

7. On the **Activity Progress** page, click the **Notes and Attachments** link to access Training Materials.
In the **Attachments** section **File** column, select a link to download the document and save it to your computer. At this time, there are up to four types of training documents available.

1. **PowerPoint** – These presentations, used in training sessions offered on each campus, are intended to provide new users with an overview of a module prior to practice or testing activities in CUNYfirst. Illustrates the business process flow, screen images, and key definitions and nomenclature. **Note: To open the Power-Point PDF, you may have to hold down the Control key when you click the link.**

2. The **Quick Reference Guide** provides step sheets for transactions. Click a topic in the Table of Contents to be brought directly to that step sheet.

3. The **Reference Guide** includes more detailed information about each area within a particular module. Along with the steps as in the Quick Reference Guide, you will find narrative regarding business process, screen images, and page/field definition tables.

4. The **UPKs** provide a visual and interactive recording of relevant business processes in CUNYfirst.

**Note: Please be sure you have disabled your Pop-Up Blocker.**

**Note: If updates are made to any training materials, you will receive an automatic notification via email. If you choose to save or print any of the material, please be mindful of these updates.**

---

**End of Procedure.**

[Back to Table of Contents]
Repository Training Materials in ELM – Campus Users

The steps below are used to access the training documentation repository.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log into CUNYfirst at: <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a></td>
</tr>
<tr>
<td>2.</td>
<td>Under the Enterprise Menu, click the <strong>Enterprise Learning Management (ELM)</strong>.</td>
</tr>
</tbody>
</table>
| 3.   | On the Menu on the left, click **Self Service**.  
  
  **Note:** Throughout CUNYfirst, only those components to which you have been granted appear in the Menu. |
| 4.   | Click **Learning**. |
5. Click **All Learning**.

6. **Browse Catalog**

<table>
<thead>
<tr>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>- CUNYfirst Training Program</td>
</tr>
</tbody>
</table>

CUNYfirst stands for Fully Integrated Resources and Services Tool. Contained in this area are training courses for Faculty and Administrators in the areas of Student Services, Human Resources and Payroll, and Financial Applications.

**Professional Development and Learning Management (PDLM)**
The PDLM Professional Development and Learning Management Office (PDLM) coordinates training and professional development opportunities designed to enhance the knowledge, skills, and competencies of CUNY employees.

- Search Catalog
- Contact Us

Click the **CUNYfirst Training Program** link.
7. Click the **Repository** link.

---

### Browse Catalog

- **Learning Catalog** >> CUNYfirst Training Program

CUNYfirst stands for Fully Integrated Resources and Services Tool. Contained in this area are training courses for Faculty and Administrators in the areas of Student Services, Human Resources and Payroll, and Financial Applications.

#### Related Categories

<table>
<thead>
<tr>
<th>Related Categories</th>
<th>Previous</th>
<th>Next</th>
</tr>
</thead>
</table>

- **Introduction to CUNYfirst**
  - Introduction to CUNYfirst provides instructional items related to navigation, system usage, and nomenclature. This is a prerequisite to all other CUNYfirst training courses.

- **Repository**
  - Overall documentation storage area for all CUNYfirst modules. Included is documentation in the forms of User Guide, Step-by-Step Sheet, and Instructor Powerpoints.

- **Campus Solutions**
  - The topics available contain items designed to provide instruction for the CUNYfirst core Campus Solution applications.

---

**Search Catalog** | **Request New Learning**

**Contact Us**
8. Click the **Repository - Campus Solutions (REP-01)** link.

<table>
<thead>
<tr>
<th>Catalog Items</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Repository - Campus Solutions (REP-01)</strong></td>
<td></td>
</tr>
<tr>
<td>Campus Solutions overall documentation storage area for all CUNYfirst modules. Included is documentation in the forms of User Guide, Step-by-Step Sheet, and Instructor Powerpoints.</td>
<td></td>
</tr>
<tr>
<td><strong>Repository - Human Resources (REP-02)</strong></td>
<td></td>
</tr>
<tr>
<td>Human Resources overall documentation storage area for all CUNYfirst modules. Included is documentation in the forms of User Guide, Step-by-Step Sheet, and Instructor Powerpoints</td>
<td></td>
</tr>
<tr>
<td><strong>Repository Financials (REP-03)</strong></td>
<td></td>
</tr>
<tr>
<td>Financials Application overall documentation storage area for all CUNYfirst modules. Included is documentation in the forms of User Guide, Step-by-Step Sheet, and Instructor Powerpoints.</td>
<td></td>
</tr>
</tbody>
</table>

---

Click the **Repository - Campus Solutions (REP-01)** link.
9. **Repository - Campus Solutions**

**Description:**
Campus Solutions overall documentation storage area for all CUNYfirst modules. Included is documentation in the forms of User Guide, Step-by-Step Sheet, and Instructor P-Overpoints.

The table below shows the different delivery options and start dates for Repository - Campus Solutions. You can view the complete activity details by clicking the View Details link. You can enroll in the activity by clicking the Enroll button or bookmark the activity to view later in your Planned Learning page by clicking the Add to Plan button.

Please note that activities without a specified Start Date can be taken at any time.

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Type</th>
<th>Start Date</th>
<th>Price</th>
<th>Add to Plan</th>
<th>Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Records</td>
<td>Web-based</td>
<td>0.00 USD</td>
<td>View Details</td>
<td>Add to Plan</td>
<td>Enroll</td>
</tr>
<tr>
<td>Admissions</td>
<td>Web-based</td>
<td>0.00 USD</td>
<td>View Details</td>
<td>Add to Plan</td>
<td>Enroll</td>
</tr>
<tr>
<td>Student Financials</td>
<td>Web-based</td>
<td>0.00 USD</td>
<td>View Details</td>
<td>Add to Plan</td>
<td>Enroll</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Web-based</td>
<td>0.00 USD</td>
<td>View Details</td>
<td>Add to Plan</td>
<td>Enroll</td>
</tr>
<tr>
<td>Faculty Self</td>
<td>Web-based</td>
<td>0.00 USD</td>
<td>View Details</td>
<td>Add to Plan</td>
<td>Enroll</td>
</tr>
</tbody>
</table>

Click **View Details** link for the desired module. (For example: Student Records, Student Financials, Admissions)
### Repository - Campus Solutions

<table>
<thead>
<tr>
<th>Activity Name:</th>
<th>Repository - Campus Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Code:</td>
<td>Student Records</td>
</tr>
<tr>
<td>Price Per Seat:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Enrolment Status:</td>
<td>Dropped</td>
</tr>
<tr>
<td>Start Date:</td>
<td>05/05/2011</td>
</tr>
<tr>
<td>Last Enrollment:</td>
<td></td>
</tr>
</tbody>
</table>

**Contact:** Adante Harvey

**Description:**
Campus Solutions overall documentation storage area for all CUNYfirst modules. Included is documentation in the forms of User Guide, Step-by-Step Sheet, and Instructor Powerpoints.

**Instructor:** Adante Harvey

**Activity Syllabus**
To receive credit for this activity you must complete all required tasks.

1. Repository Student Records UPK Content
   Required: Repository

[Enroll][Add To Plan]

---

Click **Notes and Attachment** link.
Under Attachments, select the file link to open the desired document.

There are two types of training documents:

- The **Quick Reference Guide** includes step-sheets of the click-by-click transactional processes for each topic in a module.
- The **Reference Guide** includes detailed information about the module including detailed information, screen-shots and field definitions.

### End of Procedure