Inacticate a Student in a Student Group

Student Groups are maintained throughout the student's tenure at CUNY. In some instances, an advisee 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>
<tr>
<th>Step</th>
<th>Action</th>
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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 Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee General Info.** |
| 3.   | **Personal Information**  
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  
[CaseSensitive]  
[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. **Search Results**  
[Search Results Table]  

If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.
From the **Advisee General Info** page, select the **edit student groups** button.
When a student is already a member of any student groups, then these groups appear on their Student Groups page.

The Academic Institution defaults to the advisee’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.

8. In the lower pane, select the Add a row button.

9. Select the show next button or View All link in the lower pane.

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 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.

   **Note:** *The current date is the default.*

12. Click the **Status** **|** dropdown box icon; 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.**