View Students in a Student Group
The Student Groups functionality permits definition of similar students at a high level (such as student body officers, disabled students, and/or honor students).

Each college or school has its own set of student groups defined for internal use.

A student may be assigned to multiple groups at multiple colleges or schools.

Access to this component is not standard for advisors. If you need access to this component, speak to whomever you directly report. If appropriate, a security request change will be submitted at your institution.

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 [Go](https://home.cunyfirst.cuny.edu) icon.  
  * From the [Enterprise Menu](https://home.cunyfirst.cuny.edu), select the [HR/Campus Solutions](https://home.cunyfirst.cuny.edu) link. |
| 2.   | Navigate to: [Records and Enrollment > Career and Program Information > View Student Groups by Student](https://home.cunyfirst.cuny.edu) |
3. View Student Groups by Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

- Academic Institution: ▼
- Student Group: ▼
- Description: ▼
- Case Sensitive

Search Clear Basic Search Save Search Criteria

Look Up Academic Institution

Academic Institution: begins with ▼
Description: begins with ▼

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-2 of 2 Last

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QCC01</td>
<td>Queensborough CC</td>
</tr>
<tr>
<td>QNS01</td>
<td>Queens College</td>
</tr>
</tbody>
</table>

Click the Academic Institution Look Up icon; and then on the Search Results list, select the Academic Institution or Description link of the correct college or school.
4. **View Student Groups by Student**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

- **Academic Institution:** QCC01
- **Student Group:** ASAP
- **Description:** begins with

[Search] [Clear] [Basic Search] [Save Search Criteria]

Search Results

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Student Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QCC01</td>
<td>ADMG</td>
<td>Direct Admit Through OCC</td>
</tr>
<tr>
<td>QCC01</td>
<td>ASAP</td>
<td>ASAP Student</td>
</tr>
<tr>
<td>QCC01</td>
<td>COPE</td>
<td>COPE Student</td>
</tr>
<tr>
<td>QCC01</td>
<td>MHC</td>
<td>William E Macaulay Honors Col</td>
</tr>
</tbody>
</table>

Click the **Student Group** Look Up icon; and then on the **Search Results** list, select the **Academic Institution**, **Student Group**, or **Description** link for the correct student group.

**Note:** Users will only view groups to which they have been given access.

5. **View Student Groups by Student**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

- **Academic Institution:** QCC01
- **Student Group:** ASAP
- **Description:** begins with

[Search] [Clear] [Basic Search] [Save Search Criteria]

Click the **Search** button.
6. On the **View Student Groups by Student** page to narrow the search results, click the **Select Effective Dates** dropdown box icon and then click the correct effective date value.

7. To narrow the search results, click the **Range Selection** dropdown box icon and then click the correct range value.

8. Click the **Get Results** button.
9. From these search results to view the Student Groups page of one student, click their Details link to view the Effective Date that the student became active and/or inactive with comments.

**Note:** These Search Results will display all rows irrespective of their numbers.

10. Click the Cancel button to return to the previous page.

**End of Procedure.**