

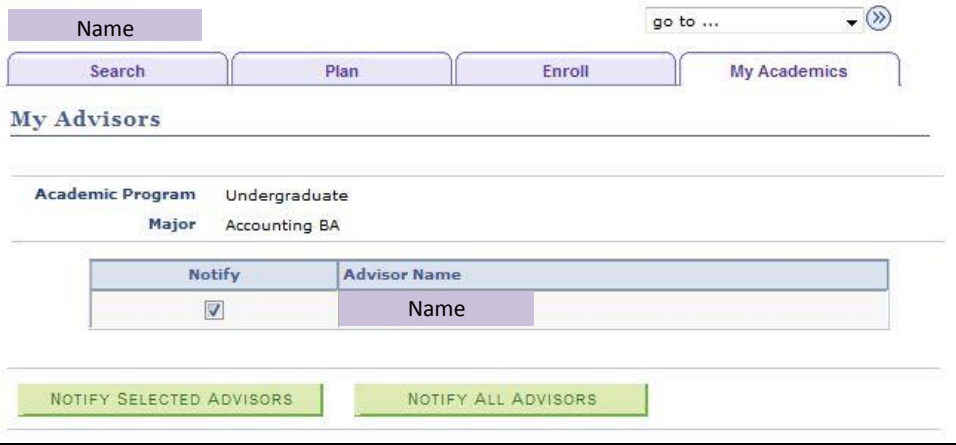
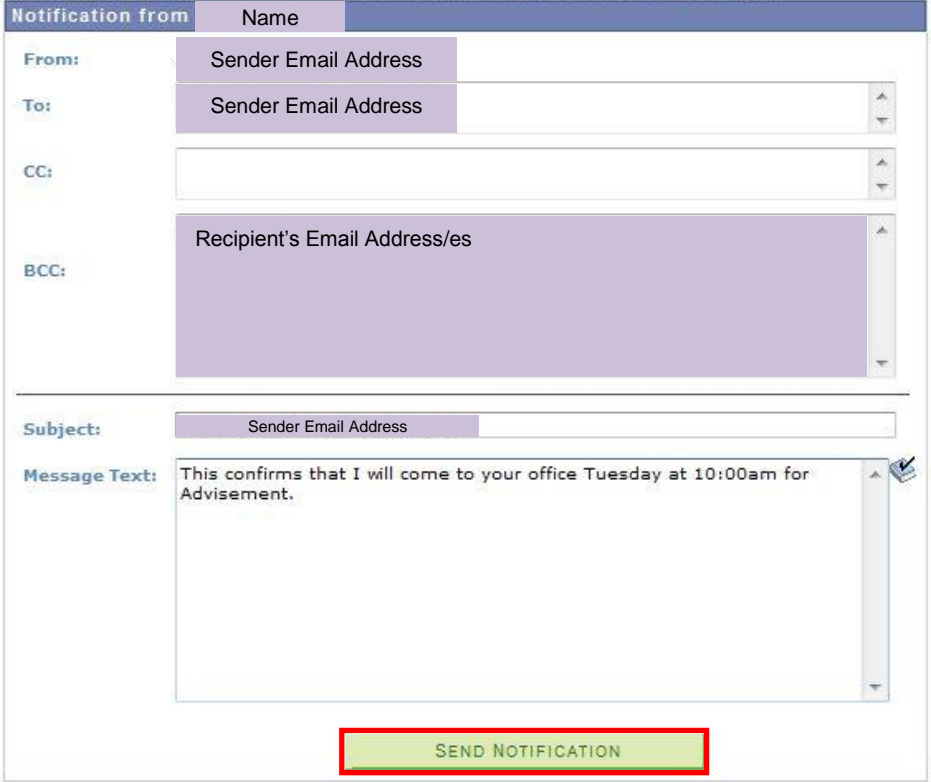
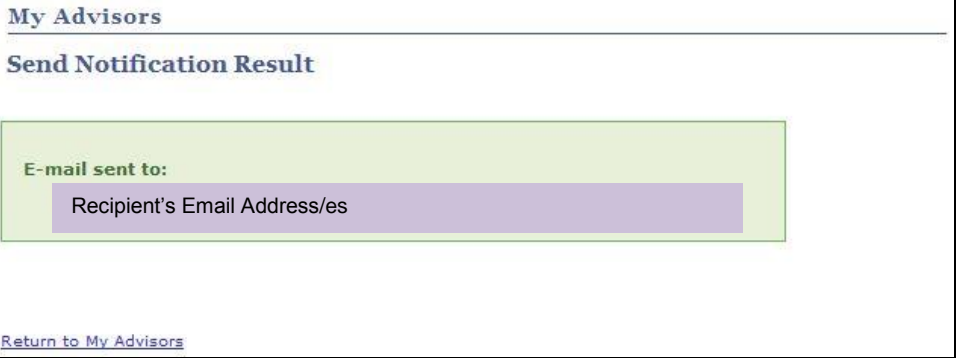


View and Notify Advisors

Students are able to use Self Service to identify and contact their advisors. Within CUNYfirst, students may send a notification to their advisor.

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

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the  Go icon. • From the Enterprise Menu, select the HR/Campus Solutions link.
2.	 <p>Navigate to: Self Service > Student Center. If applicable, in the Advisor section your Advisor/s name/s display. Click the details link to notify your advisor/s.</p>
3.	 <p>Select the <input type="checkbox"/> Notify checkbox of each Advisor to contact.</p> <p>Note: You may send a notification to one, any combination or all of your advisors at one time.</p>
4.	Select the Notify Selected Advisors button.

<p>5.</p>	<p>Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.</p>  <p>Return to My Advisors</p> <p>Enter the content of your correspondence in the Message Text box.</p> <p>Note: The sender also receives the notification.</p> <p>Note: There is no functionality to send attachments.</p>
<p>6.</p>	<p>Click the Send Notification button.</p>
<p>7.</p>	 <p>Return to My Advisors</p> <p>The Send Notification Result page displays.</p>
<p>End of Procedure.</p>	