1. Log into CUNYfirst at https://home.cunyfirst.cuny.edu and select **Student Center**

2. In the *Personal Information* section (towards the bottom), click the **Other Personal** drop down and select **Email Addresses** and click the ⊗ Go icon



3. Enter your email addresses
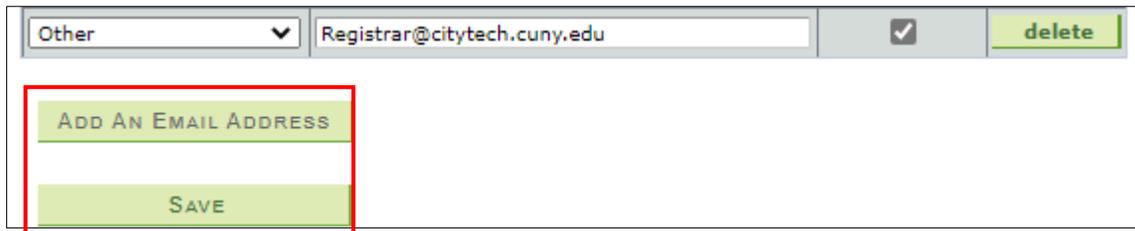


4. You can also add additional numbers by selecting **Add An Email Address**

5. Click on the **Preferred** check box next to the email type you wish you to be reached at. If you are unable to click the preferred box, email Registrar@citytech.cuny.edu

6. Press **SAVE**

7. You will receive confirmation that it was successful