Get your CUNYfirst questions answered and get a quick overview on how to use the new system!

- What’s CUNYfirst
- How to Claim my account
- How to register for classes
- View Financial Aid

<table>
<thead>
<tr>
<th>When</th>
<th>Where</th>
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<tbody>
<tr>
<td>April 4th</td>
<td>12:30-2:00 PM</td>
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<tr>
<td>April 17th</td>
<td>5:00-6:00PM</td>
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<tr>
<td>April 23rd</td>
<td>12:30-2:00PM</td>
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<tr>
<td>April 25th</td>
<td>5:00-6:00PM</td>
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Register for the training at the City Tech Events Calendar:
http://calendar.citytech.cuny.edu

What will it do for me?

As a student, CUNYfirst will allow you to view your entire CUNY academic history via one system. You will be able to:

- View unofficial transcripts in PDF
- Register for classes
- Add or drop classes
- View and/or apply for graduation
- View holds and personal directory information
- View billing and other financial information
- Make an online payment
- Order official transcripts

- Advisement is scheduled to begin April 22
- Registration appointments are scheduled to begin on May 6

http://www.citytech.cuny.edu/cunyfirst
How do I claim my account?

1. Enter the CUNYfirst URL https://home.cunyfirst.cuny.edu in your browser’s address bar to access the CUNYfirst login page.

2. Click on first time users link.

3. On the Activation page, enter text into all four required fields
   **Note**: Date of birth should be entered in **mm/dd/yyyy** format e.g. **11/30/1978**.

4. Click the OK Button.

5. On the Challenge Questions and Answers page, select or create five questions and enter answers for security in the event you forget your password.

6. Click the OK button.

7. 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 reset policy states that you cannot choose the same password as the last 4 previous ones and it expires 90 days after the last password.

8. Click the OK Button to submit the password.

9. On the User Activation Completed Successfully page, your **Empl ID** (CUNY ID) will be displayed.

Quick Tips

- When you add a course to your shopping cart you MUST checkout or you are not actually registered for the Course.

- CUNYfirst requires you to use your Citytech Email Address.

- Students can edit their phone, etc. through the Student Self Service.

**Note**: Students must visit the Registrar office in NG15 to change permanent address. Changes to student’s name, date of birth and social security number can also be made in the Registrar office.