Academics
Provides links to academic records and enrollment self-service transactions.

The student’s schedule (for enrolled students) displays their classes in any career in which the student is registered for the current term as of today’s date.

If there are no such classes, the system looks at the next term in which the student is term activated for classes to display.

In addition, a link is provided to the Enrollment Shopping Cart, where students search for and temporarily save classes for a future term, until that term’s enrollment period.

Finances
Provides links to Student Financials self-service transactions and displays account summary information.

Holds
Provides a list of service indicators. Students may click the Details link to get more information on their service indicators.

Enrollment Dates
Provides a list of enrollment dates. Students may click the Details link to view the dates they are eligible to enroll in classes via self-service.

• How to make an online payment
• How to view your unofficial transcript
• How to view current holds
• How to view your grades
• How to order an official transcript
Students use the Student Center to manage their administrative activities. Transactions available to students are separated into sections on the Student Center page. In the Student Center you can view your complete student record, unofficial transcripts, make appointments with faculty, see your complete financial profile, view your tuition and fee balance, pay by credit card online, and much more.

**HOW DO I MAKE AN ONLINE PAYMENT?**

1. Go to [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) to access the CUNYfirst Login page.
2. Enter your **Username** and **Password** and click the Go icon.
3. From the **Enterprise Menu** navigate to: Self Service > Student Center.
4. Under **Finances** click on **Make a Payment**.
5. Click the **Next** button.
6. On the **Select Payment Method** page, in the **Pay By** dropdown box, select either Credit Card (Visa Card not accepted) or Electronic Check.
7. Click the **Next** button.
8. On the **Specify Payment Details** page, carefully enter required details as shown by your financial institution or provider.
9. Click the **Next** button.
10. On the **Confirm Payment** page, review the entered details. If you see an error, then select the **change payment details** button.
11. When you reach the **Confirm Payment** page and verify all of the details, then select the I **agree** checkbox and click the **Submit** button.
12. The **Payment Result** page displays the status of the payment with confirmation details.

**HOW DO I VIEW MY UNOFFICIAL TRANSCRIPT?**

1. Login to your CUNYfirst account.
2. From the **Enterprise Menu** navigate to: Self Service > Student Center.
3. In the **Academics** section from the **other academic** dropdown box, select **Transcript: View Unofficial** and then click the **Go** icon.
4. On the **View Unofficial Transcript** page, click the **Academic Institution** dropdown box icon and then select the correct college or school.
5. Click the **Report Type** dropdown box icon and then select **STUDENT UNOFFICIAL TRANSCRIPT**.
6. Click the **view report** button.
7. To view previously requested reports, click the **VIEW ALL REQUESTED REPORTS** button.
8. Click the **view report** button to view a previously requested transcript.

**Note:** Please do not press any other buttons or links while processing is taking place.

**HOW DO I VIEW CURRENT HOLDS ON MY ACCOUNT?**

1. Login to your CUNYfirst account.
2. From the **Enterprise Menu** navigate to: Self Service > Student Center.
3. In the **Holds** section, a list of current service indicators is displayed.
4. Click the **details** link to see details of the hold and the department to contact for additional information.
5. In the **Hold Item** column, click the link of the item for which you wish to see more information.
6. The page showing **Your Holds** is displayed.
7. Click the **Return** button to view other service indicators.

**Note:** Holds may prevent you from enrolling, so it’s important to deal with this prior to your enrollment appointment date.

**HOW DO I ORDER MY OFFICIAL TRANSCRIPT?**

1. Login to your CUNYfirst account.
2. From the **Enterprise Menu**, navigate to: **Self Service** > **Student Center**.
3. In the **Academic Advisement** section, click **Transcript Ordering** link to be redirected to the **Credentials, Inc.** web page where you may order official transcripts.

**HOW DO I VIEW MY GRADES?**

1. Login to your CUNYfirst account.
2. From the **Enterprise Menu**, navigate to: **Self Service** > **Student Center**.
3. Under **Academics**, select **Grades** and click on go.
4. On the **View My Grades**, select a **term** and click on **Continue**.
5. The **View My Grades** displays the term’s **Official Grades**.

![Image of Grades](image)

6. **Term Statistics** page displays GPA calculation for that term and the Cumulative Total.
7. **Your Academic Standing** is displayed.
8. Select the **Printer Friendly Page** link and follow your browser’s prompts to print the schedule.

**HOW DO I ORDER MY OFFICIAL TRANSCRIPT?**

1. Login to your CUNYfirst account.
2. From the **Enterprise Menu**, navigate to: **Self Service** > **Student Center**.
3. In the **Academic Advisement** section, click **Transcript Ordering** link to be redirected to the **Credentials, Inc.** web page where you may order official transcripts.