

Payment & Financial Aid

1. Login to CUNYfirst at:
<https://home.cunyfirst.cuny.edu>
2. Select **HR/Campus Solutions** from the left menu
3. Navigate to **Self Service** followed by **Student Center**
4. In the **Finances** section, click the **Account Inquiry** link to see the details of the **Account Summary**
 - Under the **Account Inquiry** Tab, you will be able to view your pending financial aid. **If you have pending financial aid that will cover your tuition and fee charges, you do not need to proceed with the additional payment steps.**
5. If you need to make a payment, select **Make a Payment**
6. Enter dollar amounts in the Payment Amount column and select next.
Payment should be made in full.
7. Select your payment method – Credit Card or Electronic Check and select Next
8. Enter Payment Details and select next
9. Confirm Payment and Submit

Financial Aid information will be available 2 business days after your registration activity.

Register for classes with CUNYfirst (CF)

✦ For more information on registering for classes visit:

[http://www.citytech.cuny.edu/cunyfirst/
studentregister.shtml](http://www.citytech.cuny.edu/cunyfirst/studentregister.shtml)

1. Login to CUNYfirst at:

<https://home.cunyfirst.cuny.edu>

*Important campus updates will be posted on your CF page once you log in.

2. Select **HR/Campus Solutions** from the left menu

3. Navigate to **Self Service** followed by **Student Center**

4. In the upper left corner, select the **Enroll**

5. Choose your **registration term (e.g. fall 2013)** and select **Continue**

6. Enter the class number or select search to **search** the schedule of classes.

7. Under **Search Criteria**, select at least 2 search fields (subject, course number). To further refine your search, select **Additional Search Criteria**

8. Select **Search**

9. Review the search result and choose the sections that best fit your schedule. Once you have made your selection, choose **Select Class**

10. Review the class details and select **Next to add the class to your Shopping Cart**. Keep adding classes to your **Shopping Cart** until you have selected all the classes needed for registration and then select your Shopping Cart from this page. Your Shopping Cart is also accessible under the Plan tab at the top of the page.

*****IMPORTANT NOTE***: Adding classes to your shopping cart does not confirm enrollment. Steps 11-13 instruct you on how to confirm enrollment (finalize your registration).**

11. Once in the Shopping Cart, **check the boxes** next to the classes you wish to register for and **select Enroll**. You can also Delete and Validate classes. Validating classes lets you know if you have met the prerequisites before you enroll. Validation will also occur once you select **Enroll**.

12. Review registration information and **Proceed to Step 2 of 3**

13. Confirm your classes and **Finish Enrolling**

***Your registration is not complete until
you click Finish Enrolling***

14. For additional assistance with your registration, visit the Registrar's office in NAMB NG-15, or call 718-260-5800