CLAIM YOUR CUNYfirst ACCOUNT

For advisors that do not have a CUNYfirst account, the directions below will help you create an account:

STEP 1: In order to claim your CUNYfirst account you will need to Enter *https://home.CUNYfirst.cuny.edu* in your browser's address bar.

STEP 2: Click on **First time Users** link.

STEP 3: On the **Account Activation** page, enter text into all four required fields.

Note: Use correct capitalization for the First Name and Last Name fields.
Note: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.
Note: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar

STEP 4: Click the **OK** button.

STEP 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.

Note: In CUNYfirst users may reset their own password by answering Challenge Questions and Answers questions. For each of the five required questions that you selected, enter your personal answer.

STEP 6: Click the **OK** button.

STEP 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 Policy when choosing a password:
- ✓ **8 or more characters**
- ✓ **1 or more uppercase letters**
- ✓ **1 or more numeric or special characters**
- ✓ **Note: CUNY Password Reset Policy**
- ✓ **No change for 5 days after last password change**
- ✓ **Not one of 4 previous passwords**
- ✓ **Reminder sent 85 days after last password change**
- ✓ **Expires 90 days after the last password change**

STEP 8: Click the **OK** button to submit the password.

STEP 9: On the **User Activation Completed Successfully** page, your EmplID ID (CUNY ID) is displayed as in the example below.
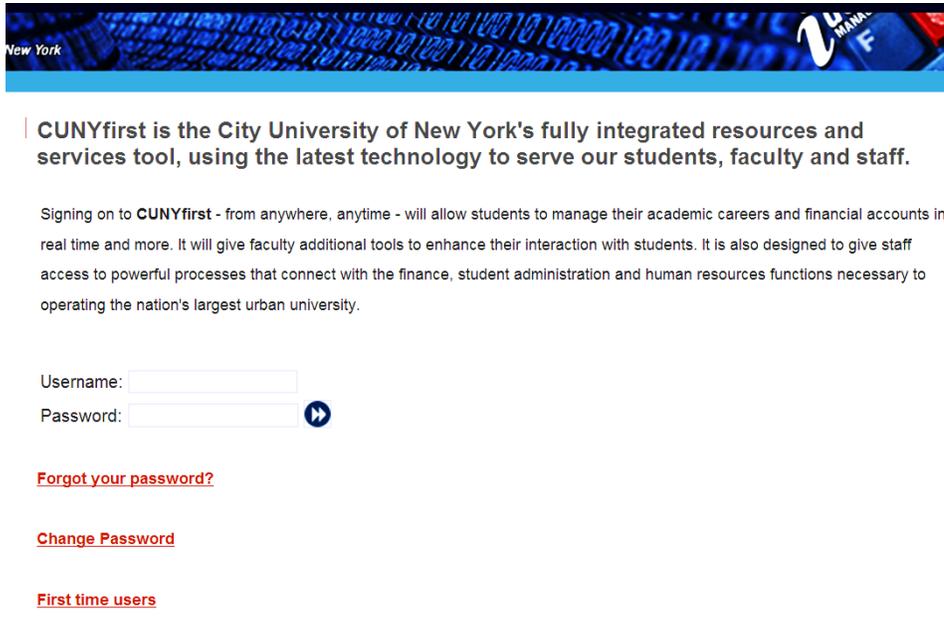
Note: **The eight digit Employee ID (CUNY ID) is used to identify you in CUNYfirst. This ID will be requested and not the nine digit National ID (SSN).**

STEP 10: Print the page or write your **EmplID** (CUNY ID) down and put this in a safe place.

HOW TO LOG INTO CUNYfirst:

Step 1: Enter *https://home.CUNYfirst.cuny.edu* in your browser's address bar, or

on the Hostos webpage and click CUNYfirst **CUNYfirst**

Step 2: Enter your Username and Password and click the icon.

Note: Faculty, staff, and students are assigned a unique Username and create their own Password. Do not share this information with anyone.

Step 3: From the **Enterprise Menu**, select **Self Service** and then select the **HR/Campus Solutions** link.
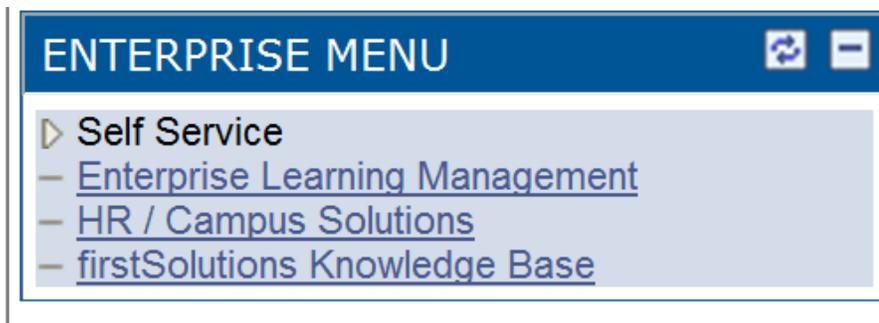
HOW TO ACCESS THE ADVISOR CENTER IN CUNYfirst

Step 1: Enter *https://home.CUNYfirst.cuny.edu* in your browser's address bar.

Step 2: Enter your Username and Password and click the **Go** icon.
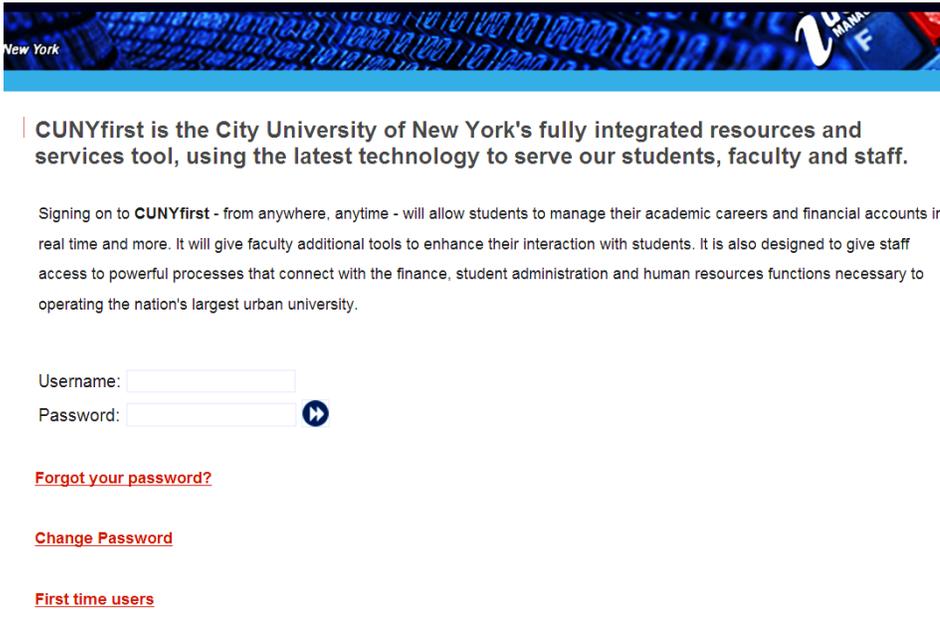
Note: Faculty, staff, and students are assigned a unique Username and create their own Password. Do not share this information with anyone.

Step 3: From the **Enterprise Menu**, select **Self Service** and then select the **HR/Campus Solutions** link.
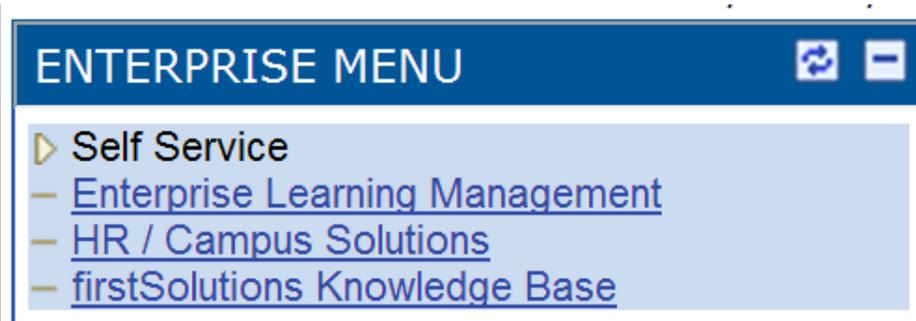
Step 4: From the **Menu**, select **Self Service** and then select the **Advisor Center** link.
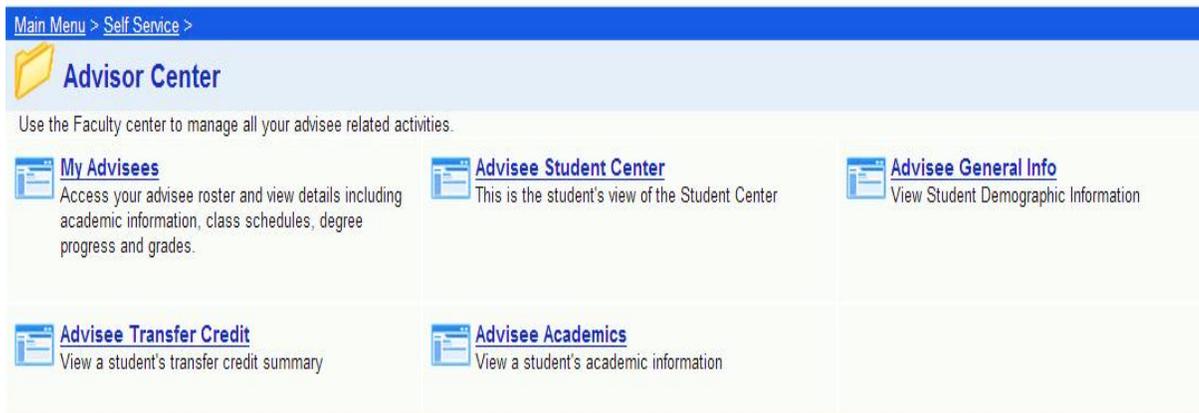
SERVICE INDICATORS IN CUNYfirst
How to Release a Service Indicator

⭐ **Positive service indicator**   🚫 **Negative service indicator**

Step 1: Navigate to: Campus Community.

Step 2. Select Service Indicators (Student) and Click on the link for Manage Service Indicators.
.

Service Indicators (Student)
Grant or limit a student's access to services at your institution.
📋 Manage Service Indicators

Step 3: Enter search criteria

Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID:	begins with ▼	🔍
Academic Career:	= ▼	Undergraduate ▼
National ID:	begins with ▼	
Campus ID:	begins with ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	

☐ Case Sensitive

Search	Clear	Basic Search 💾 Save Search Criteria

Step 4: Once you press **enter** the students' service indicators page will populate showing the student's current hold.

Manage Service Indicators

Display: Effect   Negative ▼   Institution   Hostos Community College ▼   Refresh ↻

➕ Add Service Indicator

| Service Indicator Summary | | | | | | | | | Customize \| Find \| View All \| | | First ◄ 1-3 of 3 ► Last |
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ADV	Advisement No Enrollment	Advisement Required	HOS01	1156	2015 SU			03/31/2015	
MEN	Missing Meningitis Form	Missing Meningitis Form	HOS01	0000	Begin Term			04/03/2015	

Step 5: On the Edit Service Indicator page, click the **Release** button.

Edit Service Indicator

Diana Avasan   23419720

[Release]

*Institution: HOS01 🔍   Hostos Community College

*Service Indicator Code: ADV 🔍   Advisement No Enrollment

*Service Ind Reason Code: ADV 🔍   Advisement Required

Description: Advisement Required

Effect: Negative

Effective Period

Start Term: 1156 🔍   2015 SU   End Term: 🔍

Start Date: 03/31/2015 📅   End Date: 📅

Step 6: Click the **OK** button – Service Indicator will be removed from the student's record.

Are you sure you want to release this Service Indicator?

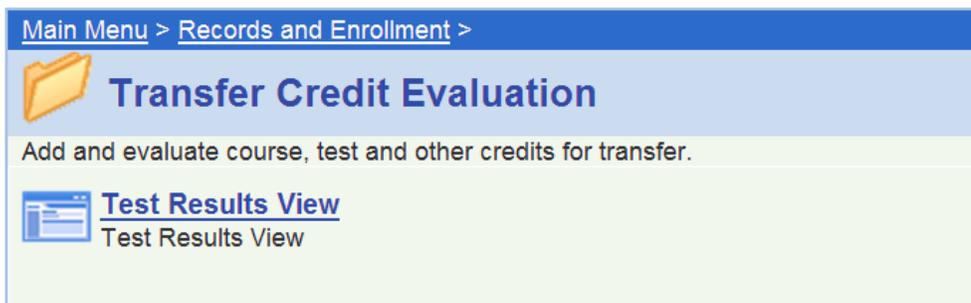[OK]   [Cancel]

CUNY SKILLS TESTS IN CUNYfirst

How to view test results

Step 1: Navigate to **Records and Enrollment**.

Step 2. Select **Transfer Credit Evaluation**.

Step 3: Click on the link for *Test Results View*

Step 4: Enter search criteria into any of the following fields.

Test Results View

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

ID:	begins with ▾	
Campus ID:	begins with ▾	
National ID:	begins with ▾	
Last Name:	begins with ▾	
First Name:	begins with ▾	

☐ Case Sensitive

[Search] [Clear] Basic Search 💾 Save Search Criteria

Step 5: Once you press **_enter_** the students' **_Test Results_** page will appear showing the student's current test information. Click **_View All_** to access the student's current test scores for each test previously taken, including exemptions.

Test Results View

Ibrahim Alassani   13090746   ★

Tests   Find | View All   First ◀ 1 of 5 ▶ Last

Test ID: ACT-MATH-1   ACT MATH PART 1   ☐ Checklist Item Update

Defaults for Components

| Test Date: | 🗓 | Data Source: | ▾ | Acad Level: | ▾ |

Test Components   Customize | Find | View All | 🖻 | 🖩   First ◀ 1 of 1 ▶ Last

	Component	Score	%ile	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Stnd Admin
1	M1	87.00		04/28/2011	SKAT-HOSTS	Unknown	PASS	03/30/2012		☑

🔍 Return to Search   ✉ Notify   🔄 Refresh

Step 6: On the Test Results page click **_View All_** on each test to review the test history for that test.

Test ID: ACT-MATH-1   ACT MATH PART 1   ☐ Checklist Item Update

Defaults for Components

Test Date: [　　] 📅   **Data Source:** [　　⌄]   **Acad Level:** [　　⌄]

Test Components   Customize | Find | View All | 🗗 | ▦   First ◄ 1-2 of 2 ► Last

	Component	Score	%tile	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Stnd Admin
1	M1	31.00		12/29/2014	SKAT-BMCC	Unknown	FAIL	01/15/2015		☑
2	M1	31.00		12/29/2014	SKAT-HOSTS	Unknown	FAIL	01/28/2015		☑

Test ID: ACT-MATH-2   ACT MATH PART 2   ☐ Checklist Item Update

Defaults for Components

Test Date: [　　] 📅   **Data Source:** [　　⌄]   **Acad Level:** [　　⌄]

Test Components   Customize | Find | View All | 🗗 | ▦   First ◄ 1-2 of 2 ► Last

	Component	Score	%tile	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Stnd Admin
1	M2	24.00		12/29/2014	SKAT-BMCC	Unknown	FAIL	01/15/2015		☑
2	M2	24.00		12/29/2014	SKAT-HOSTS	Unknown	FAIL	01/28/2015		☑

Test ID: ACT-READING   ACT Reading Test   ☐ Checklist Item Update

Defaults for Components

Test Date: [　　] 📅   **Data Source:** [　　⌄]   **Acad Level:** [　　⌄]

Test Components   Customize | Find | View All | 🗗 | ▦   First ◄ 1-2 of 2 ► Last

	Component	Score	%tile	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Stnd Admin
1	RAF	96.00		12/29/2014	SKAT-BMCC	Unknown	PASS	01/15/2015		☑
2	RAF	96.00		12/29/2014	SKAT-HOSTS	Unknown	PASS	01/28/2015		☑

Test ID: CATW   CUNY Assessment Test Writing   ☐ Checklist Item Update

Defaults for Components

Test Date: [　　] 📅   **Data Source:** [　　⌄]   **Acad Level:** [　　⌄]

Test Components   Customize | Find | View 100 | 🗗 | ▦   First ◄ 1-5 of 106 ► Last

	Component	Score	%tile	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Stnd Admin
1	FINAL	52.00		05/06/2015	SKAT-BMCC	Unknown	FAIL	05/20/2015		☑