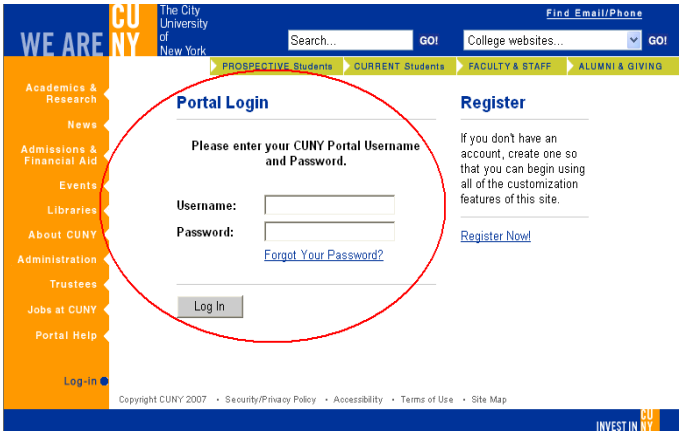
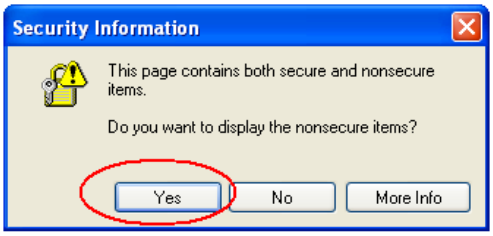
ePERMIT Quick Steps

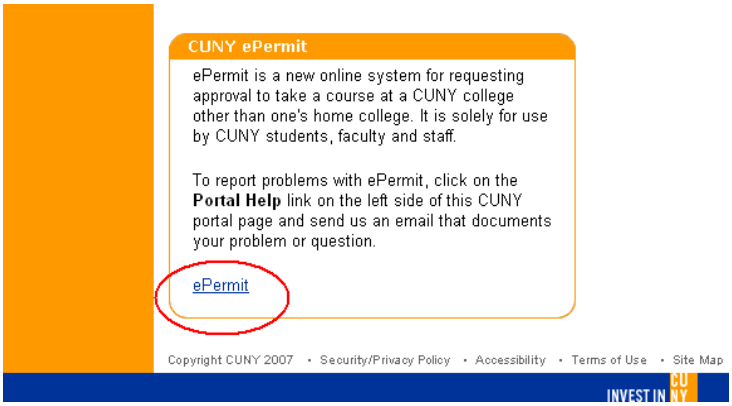
1. Log in to your CUNY portal account



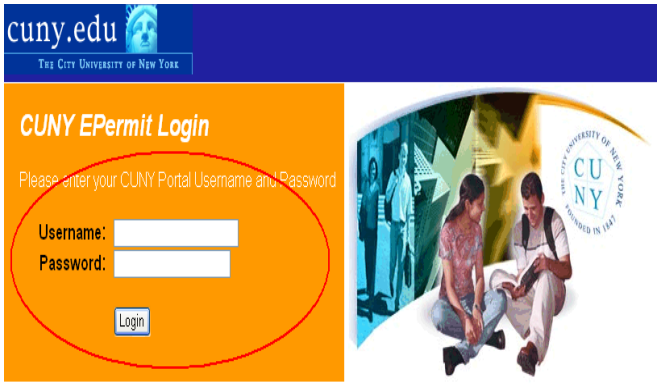
Click **Yes** if the Security Information box displays



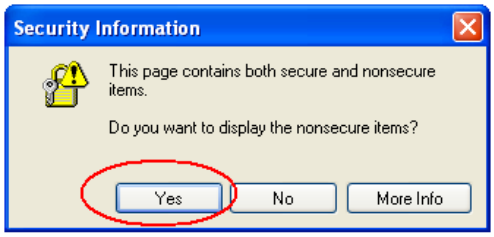
2. Once in your current CUNY portal page, select **ePermit**



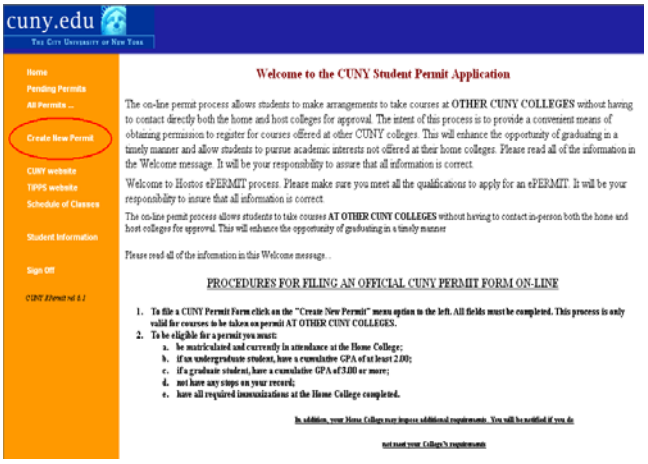
3. Log in at the CUNY ePERMIT page



Click **Yes** if the Security Information box displays



4. Once the ePERMIT page displays, select **Create New Permit**



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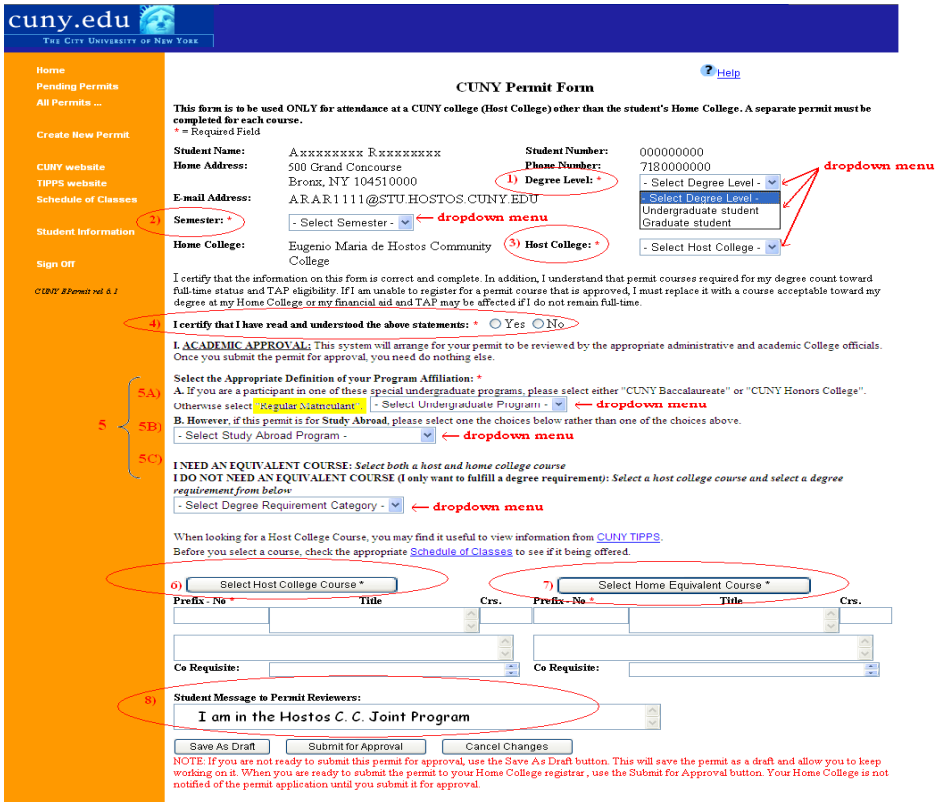
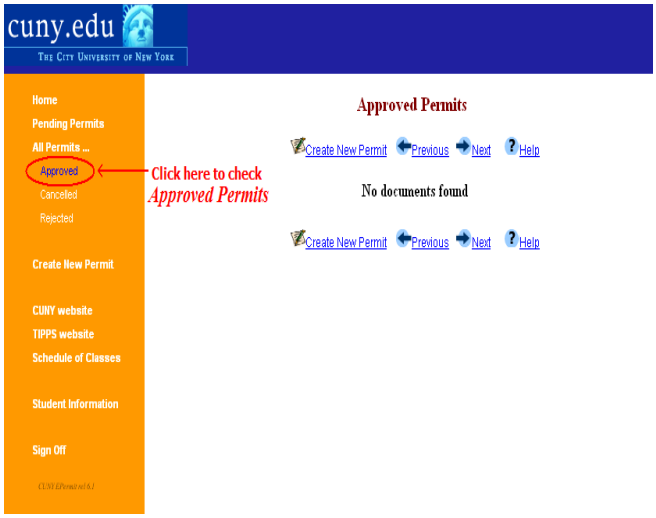
5. The CUNY Permit Form will display. Make sure that the following areas are selected (some options are in the dropdown menu):

1) Degree level
2) Semester
3) Host College
4) Certification that you have read and understood the above statements
5) **5A** — If you are a participant in a special undergraduate program, Select Undergraduate Program
5B — If ePERMIT for study abroad, Select Study Abroad Program
5C — If equivalent course needed, Select Degree Requirement Category
6) Host college course
7) Home college equivalent course
8) Student Message to Permit Reviewer

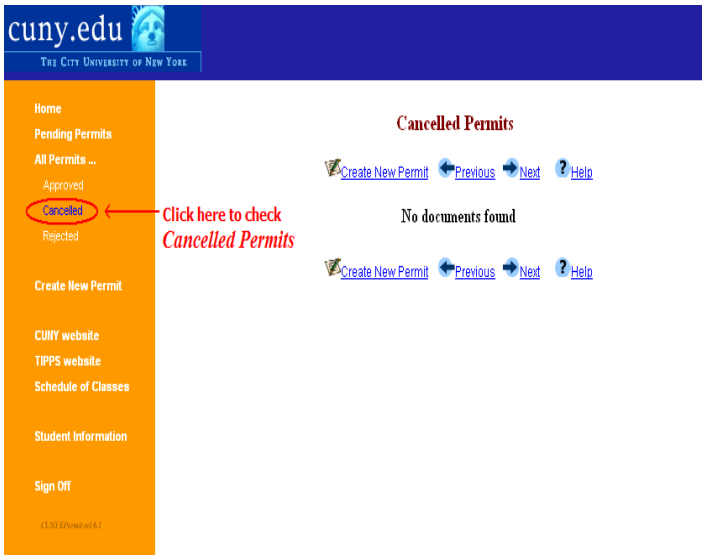


ePERMIT Quick Steps

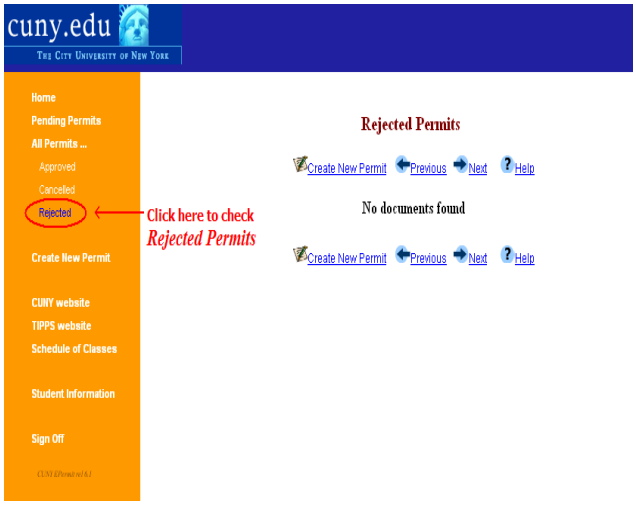
6. Check for any approved permits by clicking **All Permits**. A menu will display, select ***Approved** to view/keep track of your approved permits.



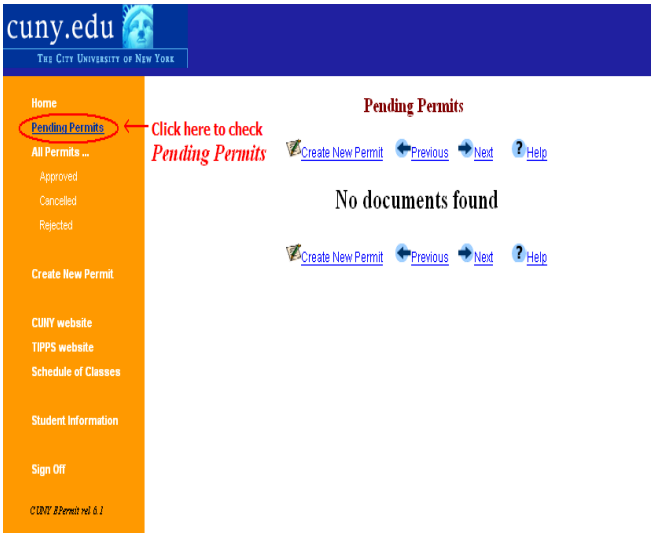
7. Check for any cancelled permits by clicking **All Permits**. A menu will display, select **Cancelled** to view/keep track of your cancelled permits.



8. Check for any rejected permits by clicking **All Permits**. A menu will display, select ***Rejected** to view/keep track of your rejected permits.



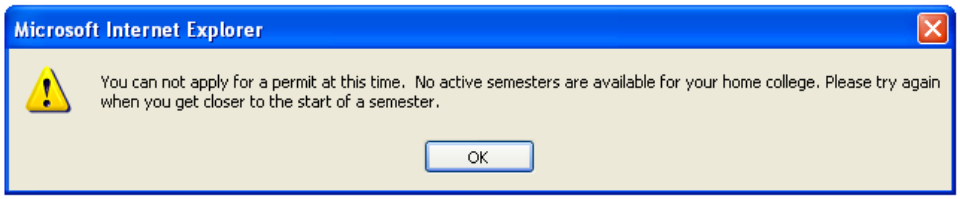
9. Check for any pending permits by clicking **Pending Permits**. This is where you view your ePERMIT status which is Pending 1st or 2nd or Final Level Approval.

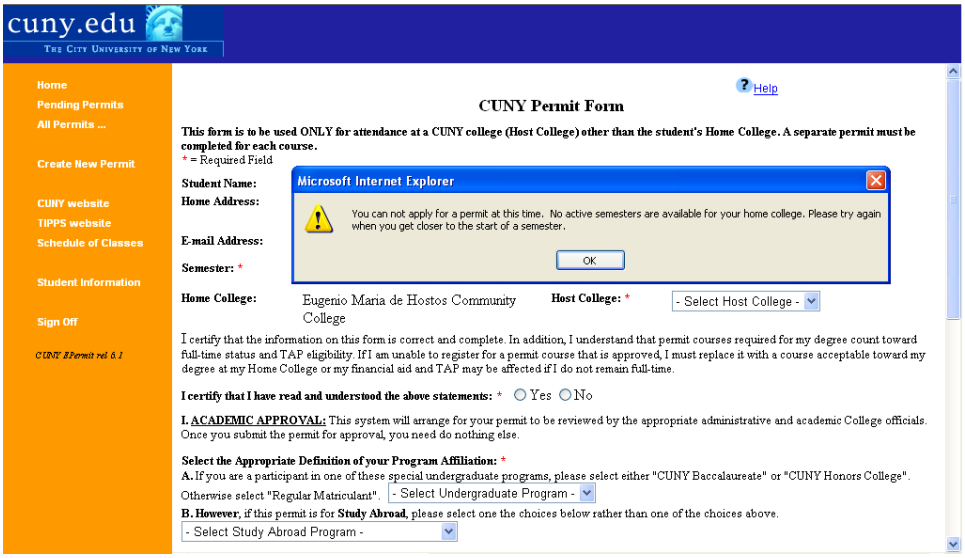
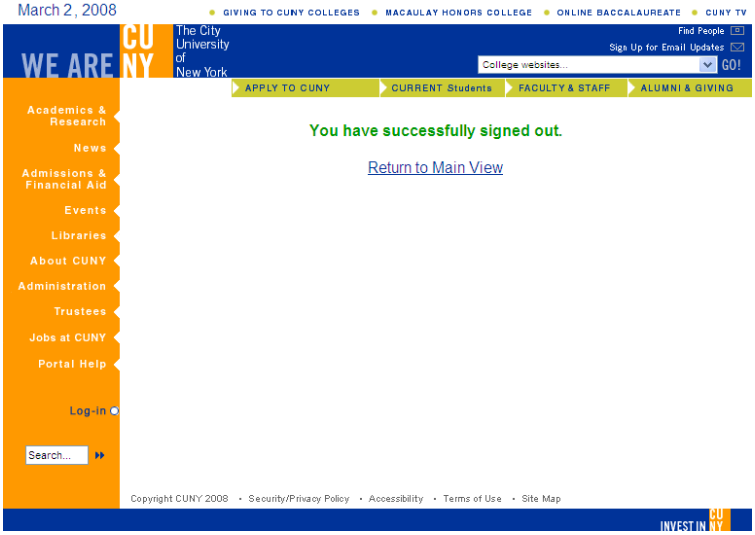


***You will receive an e-mail when your ePermit is approved or rejected**

ePERMIT Quick Steps

Keep in mind that ePERMITs have an open and end date. The system will notify you if you can not apply for an ePERMIT with a warning dialog box.





ALWAYS REMEMBER TO LOG-OFF FROM THE SYSTEM TO AVOID ANY INTRUSION INTO YOUR ACCOUNT.