How to
Send an Email to Students Using Faculty Center

Step 1: Log into home.cunyfirst.cuny.edu. Once you enter the CUNYfirst homepage, click on:
1. HR/ Campus Solutions underneath the Enterprise Menu
2. Select Self Service
3. Choose Faculty Center.

Step 2: In your Faculty Center, go to your My Schedule page, and click on the Class Roster icon to the left of the Class.
Step 3: On the Class Roster page in the Enrolled Students section, the roster displays a list of enrolled students in alphabetical order. To send a message to every student, click the **notify all students** button at the bottom of the roster.

You can also alternatively check off each student from the **Notify** column that you want to send a notification to. Once you have selected the students, click the **notify selected students** button at the bottom of the roster.
Step 4: Fill in the necessary information in the Send Notification page. When you have completed it, click **Send Notification**.

Step 5: View the Send Notification Results.