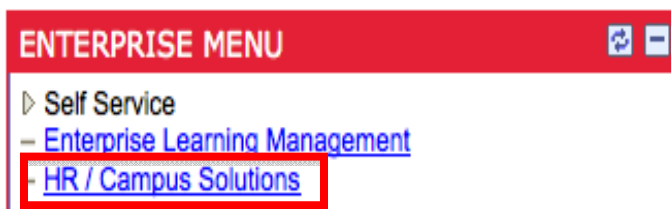


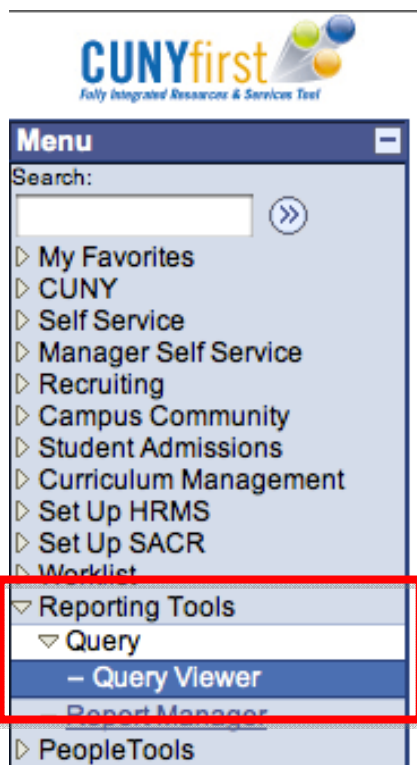
CUNYfirst: Query

1. Accessing Queries

- To access queries, log into CUNYfirst at: <https://home.cunyfirst.cuny.edu> or go to the Queens College Homepage at www.qc.cuny.edu, and select the CUNYfirst icon on the header.



- Once you have successfully logged into your account, select “HR/Campus Solutions” under the Enterprise Menu, on left side of screen.



- A new window will open with a Menu on the left side of the screen. Select “Reporting Tools” from that menu. The “Reporting Tools” drop down will expand.
- Select the “Query” button. The “Query” drop down will expand.
- Finally select “Query Viewer”.

Note:

If you do not see “Reporting Tools”, “Query”, or “Query Viewer”, you will need to fill out a User Access Form.

(See step 4 for more information.)

2. Searching for Queries

Query Viewer

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

***Search By:** begins with

[Advanced Search](#)

Search Results

*Folder View:

Query								Customize	Find	View All	First	1-2 of 2	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites						
CU_SR_CLASS_NO_INSTR	Classes with no instructor	Public		HTML	Excel	Schedule	Favorite						
CU_SR_CLASS_NO_INSTR_2	Classes with no instructor	Public		HTML	Excel	Schedule	Favorite						

- In the “Search By:” drop down box, select “Query Name,” if it does not appear.
- In the “Begins with” box, enter the name of the query you are trying to run.
- Click “Search”
- The search results will appear under the search button.

Note: If you do not know the query name, select “Advanced Search” link, which will allow you to search by description or part of the query name.

Quick Tip:

***Wildcards** - If you do not know the name of the query you are trying to run, just type in the Percent Sign (%) and a one word description of the query you are trying to find into the “begins with” box and select search. For example “%GPA”, this will bring up all queries that either have the word GPA in the Query Name or in the Description.*

3. Viewing Queries and Adding Queries to “My Favorite Queries”

Query Viewer

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

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
CU_SR_CLASS_NO_INSTR	Classes with no instructor	Public		HTML	Excel	Schedule	Favorite
CU_SR_CLASS_NO_INSTR_2	Classes with no instructor	Public		HTML	Excel	Schedule	Favorite

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
CUNY_STUDENT_GROUP_TBL	Student Group Table	Public		HTML	Excel	Schedule	<input type="button" value="-"/>
CU_SR_BY_TERM_PLAN	Plans by term	Public		HTML	Excel	Schedule	<input type="button" value="-"/>
CU_SR_DEGR_CHKOUT_STAT	Students By Degree Chkout Stat	Public		HTML	Excel	Schedule	<input type="button" value="-"/>
CU_SR_SELECT_MAJORS	Majors / Minors List	Public		HTML	Excel	Schedule	<input type="button" value="-"/>

- To view the query click on “HTML” link under “Run to HTML” for the query you are interested in. (You can also click “Excel” to open the query on an excel spreadsheet)
- A new window will appear. You must provide all the input parameters on the new window in order to view the query report.
- To add your query to your “My Favorite Queries” list just select the “Favorite” link under the “Add to Favorites” Section of your search result.

4. User Access Form

If you do not see “Reporting Tools”, “Query”, or “Query Viewer”, you will need to fill out a User Access Form

How to find the Access forms online:

- Go to: <http://www.qc.cuny.edu/CUNYfirst/Faculty/>
- Click on “Security Access Form” under the To Do List panel.

The screenshot shows the Queens College website interface. At the top, there is a navigation bar with the Queens College logo and various links: Athletics, The Arts, Alumni, Professional Studies, Library, Directory, Divisions, Quick Links, and a search box. Below this is a secondary navigation bar with links for About QC, Admissions, Academics, Student Life, Welcome Center, and Support QC. The main content area is titled "Faculty" and includes a "To Do List" panel on the right. The "To Do List" panel has a green header and contains a red-bordered box around the "Security Access Form" link. Below the "To Do List" panel are sections for "Your Feedback is Important" and "Frequently Asked Questions".

- The form will start downloading right away.

The following sections must be filled out on the Access Form:

- Employee Information Section (Page 1 of the Form)

EMPLOYEE INFORMATION SECTION:		
Last Name:	First Name:	
CUNYfirst (Empl ID) *:	Job Title:	
<input type="checkbox"/> * Check here if you do NOT have a CUNYfirst User ID & if this is a NEW request for a CUNYfirst User ID (leave CUNYfirst User ID blank)		
Business Unit / Campus: Queens College	Dept / Office:	
Work Phone:	Ext:	CUNY email address:
CONFIDENTIALITY STATEMENT (must be signed by the Employee):		
I understand that the data obtained from any CUNYfirst system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.		
I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.		
Employee's Signature:	Date:	

- Check off the “Add Access” checkbox and the “CU_QUERY_RUN” checkbox (located under Common Roles).

Action Requested (Check Only One):		Add Access <input type="checkbox"/>	Revis
Add	Delete	Common Roles	
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSCS_Common	Assign to all CS users with the exception of Self-Service users.
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSS_Student_Srvcs_Center	Assign to administrative staff who need to view information about a student via Student Services Center
<input type="checkbox"/>	<input type="checkbox"/>	CU_QUERY_RUN	Run and view queries using Query Viewer

- Managerial Request: To be signed by the employee’s department chair (Page 5 of the Form)

MANAGERIAL REQUEST:	
Business Unit / Campus:	Department / Office:
Last Name, Requesting Supervisor:	First Name:
Signature, Requesting Supervisor:	Date:

- After the form is complete, drop it off at Help Desk in DH 151.