# CUNYfirst Manual

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CUNYfirst Faculty Center
Faculty Center

Navigation: Login to CUNYfirst > HR/Campus Solutions > Self Service > Faculty Center

Click on Faculty Center…
My Schedule

In order to access your schedule, you will need to click on the My Schedule link where you will be taken to this page:

If you click on Show Enrolled Classes Only, you will be able to see the classes that students have enrolled in.

Here, you will see:

- The class number and titles
- Number of enrolled students,
- The times you are teaching the course
- The room where the course meets
- The term start and end dates
By clicking on any class link, you will see extra information about that course. You will be able to see:

- Other meeting times for the course.
- The names of any other professors that are affiliated with the course.
- Prerequisites for the course.
- Class capacity, number of students enrolled, number of available seats
- Waitlist capacity and total (Summer and Fall 2011 Semesters)
- Course Description
- Textbook information (Summer and Fall 2011 Semesters)
Class Roster

In order to view your class roster, click on the Class Roster tab under the Faculty Center.

For each class, you will see the information of the students who are enrolled in the class.

- CUNY ID
- Full Name
- Academic Plan (Major/Minor)
- They Academic Standing (Level) – Freshman, Sophomore, Junior, Senior
If you are teaching more than one class, you can view another class roster by clicking on the green **Change Class** button.

You will be able to click on the class you want to see by clicking on the course number under **Class**.

With the **Enrollment Status** dropdown menu above, you can filter the students who:

- Are enrolled in the course.
- Have dropped the course.
- Are on the waitlist for the course. The waitlist function is going to be used for the Summer 2011 and Fall 2011 semesters.
Verification of Attendance

Select **Verification of Attendance Rosters** to see the attendance rosters available for the current term.

In order to submit the Verification of Attendance for one of your courses, you will have to click on the icon that appears to the left of the class number.

The attendance verification rosters are due between 11/30/2010 and 12/15/2010.
After you click on the icon, the roster for the class you selected will appear. The roster contains only students who are enrolled for the class – dropped or withdrawn students will not appear on the roster.

**Verification of Attendance Roster**

<table>
<thead>
<tr>
<th>Institution(s)</th>
<th>Queens College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>2010 Fall Term</td>
</tr>
<tr>
<td>Class Dates</td>
<td>ACCT 100-01</td>
</tr>
<tr>
<td></td>
<td>FIN &amp; MGR ACCT</td>
</tr>
<tr>
<td>Instructor</td>
<td>John Smith</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Verification of Attendance Roster</th>
<th>First</th>
<th>Find</th>
<th>1-25 of 29</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345678 Doe, Jane</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has student attended class at least once?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23456781 Doe, John</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has student attended class at least once?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23456718 Rodriguez, Billy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has student attended class at least once?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13425678 Rodriguez, Melanie</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has student attended class at least once?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13456788 Singh, Michelle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has student attended class at least once?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The default value for the attendance radio button is “Yes”. You will have to select the “No” radio button for any student that has never attended the class.

After you complete the Verification of Attendance for that class, you will need to submit the attendance. You will have three selections to choose from:

- **Save** – You may make changes to the roster without submitting the roster to the Registrar by selecting the “Save” button. This will retain all changes made and will be reflected on the roster the next time you access the roster.
- **Submit** – When all changes are final, you will select this button. Once selected, no further changes can be made.
- **Return** – returns the user to the previous page.
Once a roster is submitted to the Registrar, you will see a message when accessing the completed roster on future visits. Also, the ‘Save’ and ‘Submit’ buttons will not be visible.

Verification of Enrollment Roster

Institution: Queensborough CC
Term: 2009 Fall Term
Class Data: AR 232-01 CERAMICS 2
Instructor: John Smith

**This roster has been submitted to the Registrar.**
Submitting Grades

**Navigation:** Login to CUNYfirst > HR/Campus Solutions > Self Service > Faculty Center > My Schedule

1. View the **My Schedule** section of the page.

   Note: If you are a faculty member at more than one institution click on the green “Change Term” button to select another institution/term.

2. Click the **Grade Roster** icon ( ![Grade Roster Icon](image)) on one of the rows where the class is not already graded.
3. **Grade Roster** Type should be set to “Final Grade”.

4. Enter a value for [*Grade Roster Action Approval Status Type*].

   *Note: In order to enter grades, the grade roster action approval status must be **Not Reviewed**. In order to approve grades, a grade must be entered for each student otherwise the user will receive a warning message preventing them from approving the grade roster.*

5. For each student on the roster select the grade from *Roster Grade* drop down.

   *Note: To enter notes for each grade, click *Transcript Note* tab. Click *Note* link on the last column of the row for specific student. Enter data for *Note ID* field or use *look up* icon to search for predefined note ids. Enter data in the *Transcript Note* field. Click the *OK* button. Repeat step if you need to add notes for any other student.*

6. Click the *Save* button.

   You have successfully submitted your grades!

Please note that you must select Approve in the Approval Status drop box and then press Save for submission to Registrar. Grades will not be posted for students to see until Registrar approves them. Once posted by Registrar, you will see final grades in the Official Grade column.
CUNYfirst Advisor Center
Advisor Center

Navigation: Login to CUNYfirst > HR/Campus Solutions > Self Service > Advisor Center

Note: Faculty and advisors need to make sure that they are not clicking on the Self Service that is located on the main page because that is designated for students only. In order for them to see their information, they need to click on HR/Campus Solutions first and then Self Service.

When you reach this page, you will see that there are five choices to choose from:

1. My Advisees
2. Advisee Student Center
3. Advisee General Info
4. Advisee Transfer Credit
5. Advisee Academics
My Advisees

My Advisees allows you to access your advisee roster and view details including academic information, class schedules, degree progress, and grades.

*Note: If no students are listed, most likely your advisees have not been assigned to you.*

To Send Information to Advisees:

1. In the Notify column, click the checkbox icon of each advisee to be sent a notification.
2. Click the Notify Selected Advisees button.
3. In the Message Text box, enter the body of the notice.
4. View Send Notification Result.

To view information on other students click on View Data for Other Students, to search and view new or drop-in advisees.
Advisee Student Center

On the Advisee Student Center page, enter search criteria into any of the following fields:

- ID (CUNY ID)
- Campus ID
- National ID (Social Security)
- Last Name
- First Name

Click the search button.

**Note:** More than one student can be a possible match for the entered search criteria. Make sure to click on the correct advisee role.
The Advisee Student Center area will display a summary of their advisees Academics, Personal Information, Holds, To Do List, Enrollment Dates, and Advisor.

1. **Academics**

   The Academics section links to My Class Schedule that displays classes by term.

   If you click on the other academic dropdown box icon, you can also view the:
   - Course History
   - Degree Progress Report
   - Exam Schedule
   - Grades
   - Transcript: View Unofficial
   - Transfer Credit: Report
2. Personal Information

In the Personal Information section, you can view the home and mailing addresses, their mobile phone, their campus email, and a link for their emergency contact.

3. Holds
Lists positive and negative service indicators with links to details of:
- Institution
- Start term and/or date
- End term and/or date
- Amount
- Department that placed the hold

4. To Do List
Describes outstanding checklist items with links to details of:
- Institution
- Due date
- Functional area of item

5. Enrollment Dates
Use the details link to view the student’s enrollment appointment date and time and maximum academic load.
Advisee General Info

On the Advisee General Info pages, you can find links related to:

- Service Indicators
- Initiated Checklists
- Student Groups
- Personal Data
- National ID (SSN)
- Names
- Addresses
- Phones
- Email Addresses

To see all the information on the **General Information** section, select the **Expand All** button. To be taken to a specific portion of the information, click on any of the links (i.e. Phones or Student Group).
Advisee Transfer Credit allows you to see a student’s:

- Course Credits
- Test Credits
- Other Credits
Advisee Academics

The Advisee Academics page includes:

1. The Institution/Career/Program

   ![Institution / Career / Program](image)

2. Term Summary Links

   ![Term Summary](image)

   Term Summary Links include:
   - Academic Level and Load
   - Classes
   - Credit
   - GPA statistics
Course Scheduling
Scheduling a New Class

After a course has been created and has become a part of the catalog, we need to schedule classes for the students to enroll in.

To schedule a new class section from the course catalog:

**Navigation:** Login to CUNYfirst > HR/Campus Solutions > Curriculum Management > Schedule of Classes > Schedule New Course

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>When you open the Schedule of Classes, search the page and enter the information of the course that you wish to schedule.</td>
</tr>
<tr>
<td>2.</td>
<td>The Academic Institution indicates the specific college within the CUNY system. Enter “QNS01” in the Academic Institution field for Queens College.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter Term code in the Term field. Click the magnifying glass for a list of terms other than the example of Fall 2011.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter the Subject Area for example “Acct”, which is the subject code for Accounting. Click the magnifying glass for a list of other subjects other than the example of Accounting.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter class number such as “101” in the Catalog Nbr field.</td>
</tr>
</tbody>
</table>
6. Click the Search button.

You will be returned the following screen:

<table>
<thead>
<tr>
<th>Basic Data Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose of this screen:</strong> Use the Basic Data tab to define sections, set permission requirements, and designate any class attributes.</td>
</tr>
</tbody>
</table>

To add a section, you need to complete the Basic Data tab. If the tab is completed with course information, you may add an additional class section.

To add additional class sections for the course, we must add a row of data. Click the “+” button, to the right of Class Nbr, to add a new class section. Notice how it now reads “2 of 2” – we have successfully added a row.
Notice that many of the fields are automatically populated with information carried over from the Course Catalog (If you wish to see explanations for the fields that are automatically populated, see the last page of this document).

If the class section you are creating requires different input values, override the existing values in the appropriate field(s), but the general rule of thumb is to not override any existing data.

| 7. | The **Session** field represents the start and end of the semester. For Fall or Spring, it will automatically be set up for the Regular Academic Session, “1”. This field is required to fill out.   

NOTE: In the summer semester there are 4 options (click on magnifying glass for more information): “Four Week 1, Six Week 1, Four Week 2, or Six Week 2”. |
|---|

| 8. | The **Class Nbr** the system creates a unique four digit class number that students can use when they enroll in courses. The class number appears in the schedule of classes report. The **Class Section** field represents a unique alphanumeric designator for a class section. Enter the value “01” since we are creating the 1st class section for this course.  

(For example, a class could have 20 sections; each would have a unique section number.) |
|---|

| 9. | The following two sections should be left as is:  

The **Component** section should be set to LEC- Lecture.  
The **Class Type** should be set as Enrollment. |
|---|

| 10. | **Associated Class**: The Associated Class numbers should match the Class Section number for every class. If section number is 01, Associated Class is 1, Section = 02 then Associated Class = 2 etc.  

The associated class number defaults to “1” whenever a new section is generated, but can be changed to any number up to four digits in length.  

IMPORTANT: Even if a course consists of only one component, each scheduled section should have a different Associated Class number! |
|---|

| 11. | **Course Administrator**: The ID of the person in charge of the course (usually the primary instructor). This field is informational only and can be left blank. Use the look up key to select a Course Administrator; we will leave this field blank. |
12. Instructor Mode: The instruction mode indicates whether the class is taught in Person or using Interactive TV, World Wide Web, and so on.

There are now a variety of choices for **Instruction Mode**:

- **P for In-Person** - No content or assignments are online
- **W for Web-Enhanced** - No scheduled class meetings are replaced, but some of the course content and assignments are online
- **PO for Partially Online** - Some class work is online
- **H for Hybrid** - Between 33% to 80% of scheduled class meetings are replaced with online activities or virtual meetings
- **O for Online** - More than 80% of scheduled class meetings are replaced with online activities or virtual meetings
- **FO for Fully Online** - All the class work is online

13. Depending on the class section you are creating, you may need to use the checkboxes. We will select the “Schedule Print” and the “Generate Class Mtg Attendance” checkboxes.

“Schedule Print” when selected allows this particular class to be displayed online and in the schedule of classes report.

“Generate Class Mtg Attendance” allows this particular class to automatically generate an attendance roster for each class meeting.

14. If the class section you are creating requires it, you can populate the following fields with the appropriate information:

- Class Topic
- Equivalent Course Group

We will leave these fields blank.

**Course Topic ID:** A Course topic ID links course topics to class sections. Select a topic ID for the section. Topic ID values are defined on the Catalog Data page. Additionally, topics can be entered to specific class meeting patterns

**Course Equivalent Course Group:** Equivalent course groups are defined on the Course Equivalencies page of Course Catalog. The course is added to a group of equivalent courses for requisite checking and degree progress requirement purposes. If the course is linked to an equivalent course group on the Catalog Data page, the system displays that information in this field and the Override Equivalent Course check box becomes available for entry.

15. **Class Attributes** must be filled in if the course is an evening/weekend course. Choose **D-E** under Course Attribute and **Evening** under the Course Attribute Value.

(Weekend courses are categorized as evening courses, no matter what their start time.)

We have finished inputting information in the **Basic Data** tab.
16. Click the **Meetings** tab.

### Meetings Tab

**Purpose of this screen:** Use the Meetings page to define class meeting patterns and facilities, link instructors to classes, and specify room characteristics.

**Before entering meeting patterns, check to ensure that you are working on the correct class section. (Example: 1 of 1, 2 of 2, etc.)**

17. Facility ID is a value for the building and room location from the Facility Table. For the **Facility ID**, click on the magnifying glass and choose the building and room for your classes. The list of rooms available to you will be sent out by the Registrar.

The **Capacity** of each facility will automatically populate after the Facility ID is entered. For example, when the Facility ID “GY-G06” is entered, the capacity “23” will appear. This means that GY-G06 can only hold up to 23 seats.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>18.</strong></td>
<td><strong>You must follow schedule matrix provided.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Pat (Meeting Pattern):</strong> Click on the magnifying glass for Pat and you can choose the correct pattern for the classes.</td>
</tr>
<tr>
<td></td>
<td>While the days of the week will automatically check off, you will need to go in and fill in the correct <strong>Mtg Start</strong> time and when you tab over, the <strong>Mtg End</strong> time will automatically populated based on the meeting pattern selected.</td>
</tr>
<tr>
<td></td>
<td>If you do not find the correct Pat listed, you will need to manually input the patterns for your classes.</td>
</tr>
<tr>
<td><strong>19.</strong></td>
<td><strong>Start/End Date:</strong> The system automatically populates these fields to the start and end date from the Session table.</td>
</tr>
<tr>
<td><strong>20.</strong></td>
<td>If the class you are scheduling has a <strong>Topic ID</strong> enter it in the Topic ID field or fill in <strong>Free Format Topic</strong> for variable topic courses.</td>
</tr>
<tr>
<td></td>
<td>The Topic ID specifies the topic for this meeting pattern. The Free Format Topic can be entered if a predefined Topic ID is not suitable. Free format topics can only be linked to class meeting patterns.</td>
</tr>
<tr>
<td></td>
<td>(To add additional meeting patterns, add a new row of data by clicking “+” to the right of the Start/End date. For example if a course meets in different rooms on different days.)</td>
</tr>
<tr>
<td><strong>21.</strong></td>
<td><strong>Instructors for Meeting Pattern:</strong> Either look up or enter the instructor CUNYfirst ID of the instructor for the meeting pattern.</td>
</tr>
<tr>
<td></td>
<td>In the ID field, use the look up key (magnifying glass) and select your instructor, for example, “Smith, John”.</td>
</tr>
<tr>
<td></td>
<td>Insert rows to add multiple instructors and their corresponding instructor roles by clicking “+” next to job code.</td>
</tr>
<tr>
<td><strong>22.</strong></td>
<td><strong>Instructor Role:</strong> Enter the instructor role for the corresponding ID number. Enter “Prim Instr” in the Instructor Role field. You can select from Primary, Secondary or TA.</td>
</tr>
</tbody>
</table>
23. **Access**: Enter the access for this instructor. The values work in hierarchical fashion:

- **Approve**: Instructor can enter grades and approve the grade roster.
- **Grade**: Instructor can only enter grades for the class.
- **Post**: Instructor can enter grades, approve the roster, and post the grades.
  (Registrar Only)

For Instructors that need access to enter grades and send them to registrar, enter “Approve” in the Access List field.

For Secondary or TA that need access to enter grades only, enter “Grade” in the Access List Field.

Post is only used for Registrar.

(To add additional instructors, add a new row of data)

For **Print**, when selected, the system displays the instructor’s name on the Schedule of Classes Report. The system populates this checkbox by default. This can be unchecked if necessary.

For **Empl Rcd#**, if the instructor is teaching an overload, or if the instructor has appointments at other CUNY colleges, please click on the magnifying glass to view available records to which the instructor’s hours can be assigned. Confirm that the record selected is for QNS01 (Queens College).
24. Click on the **Workload** tab just above the instructor name(s). An **Assign Type** of TCREG will appear, and the workload should match the number of contact hours (typically 3.0). No further entry is needed if this information is correct.

If incorrect, uncheck the Autocalc box(es), which will cause the Load Factor box to be ignored. The Assign Type must be changed from TCREG to a different appropriate code. (If it is not changed, the workload will revert to its original value at a later date.)

The most commonly used codes are:
- TTEAM (if more than one instructor)
- TJUMB (for jumbo classes)
- TLAB (for lab instruction)
- TTUTR (tutorials, workshops)
- TINST (independent study)
- TSUPV (thesis supervision)

If the class is a combined section for which no workload hours are awarded, select TXCMB, which automatically sets the workload to zero.

*If none of the codes seem appropriate, use **TJUMB as a default.** Finally, enter the appropriate number of hours in the Workload box.*

<table>
<thead>
<tr>
<th>25. <strong>Room Characteristics:</strong></th>
<th>This field automatically populates with defaulted data.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>We have finished inputting information in the <strong>Meeting</strong> tab.</td>
</tr>
</tbody>
</table>
26. Click the **Enrollment Cntrl** tab.

### Enrollment Cntrl Tab

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>003007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>Queens College</td>
</tr>
<tr>
<td>Term:</td>
<td>2011 Fall Term</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>ACCT</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>101</td>
</tr>
<tr>
<td>Course Offering Nbr:</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Enrollment Control

**Purpose of this screen:** Use the **Enrollment Cntrl** page to set enrollment limits and capacity requirements, and to identify sections for which you want the system to auto enroll students.

27. **Class Status** is automatically set to Active. Other options are Cancelled Section, Stop Further Enrollment or Tentative Section. Leave as Active unless otherwise instructed by Chair. Remember this option can be change at a later time.

**Class Type:** Class Type is populated from the Basic Data Tab.

28. Values for the **Add Consent** and **Drop Consent** fields default from the Catalog Data page and indicate the type of consent, if any that is required to enroll in or drop the class.

You can override these values if necessary to either Department Consent or Instructor Consent.

**Note:** If you select Instructor or Department, consent is granted either by a permission number or a student specific permission. (Drop permissions are always student specific.) The consent requirement can also be overridden during the enrollment process, by selecting the permission override.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 29. | **Enrollment Capacity** should be set to number of seats available for the class that students can see.  

**Requested Room Capacity** can be set to the secondary limit.  

**Wait List Capacity** can be set to the amount of students you would like added to a wait list. (Example: If the number 5 was entered in the **Wait List Capacity** box, this will allow 5 students to join a wait list for that class.)

**Remember: In order for the wait list to take effect, in the Basic Data Tab the class section MUST match the associate class section.**

**Note:** To have students automatically enrolled from the waitlist check of the “Auto Enroll from Wait List” box.

| 30. | **Minimum Enrollment Nbr:** The minimum enrollment number allows the section to be offered. If the minimum enrollment number is not realized a decision may be made to cancel the section. This field is for informational purposes only.

**Cancel if Student Enrolled:** If selected, the system will process a request for a canceled class section regardless of whether students have already enrolled in the section. If this check box is not selected and an attempt to cancel a section in which students have enrolled is made, the system prevents the change from posting, keeping the class status active. Thus, by leaving the box cleared inadvertently canceling a section in which students are enrolled is prevented.

We have finished inputting information in the **Enrollment Control** tab.

| 31. | Click the **Reserve Cap** tab.

The **Reserve Cap** page is used to assign reserve capacities for class sections.
Reserve Capacity Sequence: Sets aside a certain number of seats in a class section for students who meet certain criteria such as GPA, number of units/credits earned etc.

Enrollment Total: The total number or students enrolled as part of the reserve capacity sequence.

Start Date: The date you can set that determines when the enrollment capacity requirement group becomes active.

Requirement Group: This is where you select what is required for the course.

Cap Enrl (Capacity Enroll) is the maximum number of seats that can be reserved for students who satisfy the requirements.

NOTE: Reserve capacities are enrollment requirement groups that set aside a certain number of seats in a class section for students who meet certain criteria such as academic level, cumulative GPA, or number of units earned.
34. Click the **Notes** tab.

### Notes Tab

**Purpose of this screen:** Use the Notes page to attach existing class notes or free-form text notes to class sections. Class notes are printed on the Schedule of Classes report to provide information regarding the class.

35. Enter **Free Format Text** with notes for students if needed.

*NOTE:* Class notes are printed in the Schedule of Classes to provide students with information on the class, so be cautious of grammar and spelling.

**Note Nbr:** A note number to reference a preexisting note. To find **Note Nbr** click on the magnifying glass.

**Print Location:** The print location of the note, either Before the class listing, or After it.

We have finished inputting information into the **Notes** tab.
| 36. | **Click the Exam tab.** |
|     | **Exam Tab** |
|     | ![Image of Exam Tab](image.png) |
|     | **Purpose of this screen:** Use the Exam page to manually schedule exam times for the class sections. |

| 37. | **Exam Seat Spacing:** The system populates the Exam Seat Spacing field from the Course Catalog Components page. This field is for informational purposes only. |
|     | **Exam Time Code:** Exam time values are defined on the Exam Code Table page. By entering a pre-defined Exam Time Code, the system automatically populates Exam Date, Exam Start, Exam End, Class Exam Type, and Facility ID. |
|     | **Combined Exam:** Select to indicate that this exam can share a facility with another exam. If the Combined Exam checkbox is not selected, the system verifies that there are no conflicts in room and time period scheduling. The stated room and time period is used for only one class exam. |
|     | **Exam Date, Exam Start, Exam End, Class Exam Type, and Facility ID:** If an exam time code is not selected, values can be entered in the Exam Date, Exam Start, Exam End, Class Exam Type, and Facility ID fields. |
38. Click the **Textbook** tab.

**Textbook Tab**

Purpose of this screen: Textbook information pertaining to the course is entered here.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>003007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution</td>
<td>Queens College</td>
</tr>
<tr>
<td>Term</td>
<td>2011 Fall Term</td>
</tr>
<tr>
<td>Subject Area</td>
<td>ACCT</td>
</tr>
<tr>
<td>Catalog Nbr</td>
<td>101</td>
</tr>
</tbody>
</table>

**Class Sections**

<table>
<thead>
<tr>
<th>Session</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

**Textbook Assignment**

<table>
<thead>
<tr>
<th>Course Materials</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>ISBN</td>
</tr>
<tr>
<td>Introduction to Accounting</td>
<td>174617461765</td>
</tr>
</tbody>
</table>

**Special Instructions**

39. Enter the appropriate information (which should be provided to you) for the textbook requirement for each class. If a class requires multiple Course Materials, use additional rows of data.

Click on **Details** tab and fill out additional information.

Click on **Notes** tab to add notes if necessary.

Once the textbook information is complete, choose the Text Entry Complete radio button. If no textbook is needed for the course, choose No Textbook Assigned to Class.

You have finished input for the **Textbook** tab.
Basic Data tab fields that were automatically populated from the Course Catalog:

- **Component**: The system populates this field by default to the graded component on the Catalog Data page (such as Lecture, Laboratory, Discussion, and so on) of the course. You can have multiple components and sections within a course offering.
- **Class Type**: The class type of Enrollment indicates which section is the primary section at enrollment time. The class type of Non-Enrollment is used to indicate that the section choice is the student's secondary enrollment option, or that the section is used in auto-enrollment. Within a class, only one component can possess the class type of Enrollment.
- **Associated Class**: This field should match the class section number. If you are scheduling a new section, the system populates the Associated Class field with 1 by default. (REFER TO APPENDIX A FOR DETAIL)
- **Campus**: The system populates the Campus field by default from the Course Catalog - Offerings page, indicating the campus that offers the course. You cannot revise this default. If a specific campus was not identified in the course catalog and does not default, then you can, on a section-by-section basis, schedule classes at various campuses.
- **Location**: Select the location of the campus. Location values are linked to campuses on the Campus Table page. A campus must be specified before you select a location.
- **Academic Organization**: The system populates the academic organization by default from the Course Catalog - Offerings page. The academic organization refers to the organization that offers the class. You can override this value.
- **Academic Group**: The system populates the academic group by default from the Course Catalog - Offerings page.
- **Holiday Schedule**: The system populated the holiday schedule by default from the Course Catalog – Offerings page.
- **Instruction Mode**: The system populates this field by default to In Person, but you can override the value.
- **Start/End Date**: The system populates this field by default to the start and end dates of the session. You can override the dates for an individual class.
Wait List Feature

To activate the **Wait List** feature in CUNYfirst navigate to HR/Campus Solution > Curriculum Management > Schedule of Classes > Schedule New Courses.

Once on the Schedule of New Courses page, select the Enrollment Cntrl (Enrollment Control) Tab.

To activate wait list:

1. **Set a “Wait List Capacity”**

   **Wait List Capacity** can be set to the amount of students you would like added to a wait list. (Example: If the number 5 was entered in the **Wait List Capacity** box, this will allow 5 students to join a wait list for that class.)

2. **Select the “Auto Enroll from Wait List”** (It should already be selected by default in CUNYfirst and can be turned off if needed).

   **Auto Enroll from Wait List** must be checked if you want to allow students to be automatically enrolled from the waitlist when a student drops from a filled class. The Registrar runs the Wait List Process, which moves qualified students from the class wait list to enrollment into that class as space becomes available. This process, done by Registrar, is run several times throughout the day.
Note: If students are on a wait list for one class, but decide to register for another class that meets at the same time or overlaps, they will not be enrolled into the class they were wait listed for. In this case, the following student on the list will be enrolled in the class.

Note: To be placed on a wait list the student must meet all the requisites of the course.

**Remember: In order for the wait list to take effect, in the Basic Data Tab the class section number **MUST** match the associate class section number.**

If you would rather enroll students from the wait list manually, all that has to be done is, uncheck the Auto Enroll checkbox and you can then pick from the list of students, who you want to register.

Uncheck the Auto Enroll from Wait List box if:

- An instructor does want to use the wait list option.
- You decide you want to manually enter students from the wait list. For example, if a student has a certain major, they might take priority for the class. You can manually enter these students into the class.

**NOTE:** If you do not select the Auto Enroll from Wait List check box and you have students on the wait list for the class, when the class status changes to open you cannot use the automatic wait list process to move students from the wait list into the class. You have to move wait-listed students into the class manually. Please be aware that students that are not on the wait list can also enroll in the class.
Viewing Wait List

To view the wait list:

1. Navigate to HR/Campus Solution > Curriculum Management > Class Roster > Class Roster.
2. On the Find Existing Values page, enter the Academic Institution, Term, Subject Area, Catalog Nbr, and Class Section OR Class Nbr.
3. On the Class Roster page, select the Waiting option from the Enrollment Status drop down menu.
4. A list of student from the Wait List will now be displayed.

In order for Faculty to view the students on the Wait List:

1. Navigate to HR/Campus Solution > Self Service > Faculty Center > Class Roster.
2. On the Class Roster page, select the Waiting option from the Enrollment Status drop down menu.
3. A list of student from the Wait List will now be displayed.
Update Schedule of Classes

Some data may be updated in more than one section in CUNYfirst, leaving the choice of component to the user. It will sometimes be easier and more efficient to use one of the components rather than another, depending on the nature of the operation being performed.

**Topic 1: Maintain Schedule of Classes**

Data pertaining to a scheduled class can be updated using Maintain Schedule of Classes.

The Maintain Schedule of Classes component is used to:

- Add one or more sections to a class already scheduled
- Modify data in the existing sections of a scheduled class.

*Note: All the pages and fields in the Maintain Schedule of Classes component are identical to the pages and fields found in the Schedule a New Course component. The single difference is that in the Maintain Schedule of Classes component, the Find an Existing Value page is used to search for a class that is already scheduled.*

*To maintain the Schedule of Classes:*

1. Navigate to the Maintain Schedule of Classes component. The Maintain Schedule of Classes component can be found by navigating to: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
2. Use Find an Existing Value page to search for a scheduled class.

3. Use the Maintain Schedule of Classes component to add sections to a scheduled class, or to make changes to class meetings, enrollment controls, reserve capacities, notes and exam schedules for existing sections of a scheduled class.

4. Save.
Topic 2: Schedule Class Meetings

When a course is added for the first time to the Schedule of Classes in a given term and session, the meeting patterns, instructor assignments and exam schedules for each of the created sections can be established at that time or can be added later.

Class meeting information can be entered or modified for sections of a class already existing in the Schedule of Classes either through the Maintain Schedule of Classes component (described in Topic 1 above), or through the Schedule Class Meetings component discussed here.

Note: An advantage of using the Schedule Class Meetings component is that we can open, view and modify the meeting data for a single section of a class, and then (if necessary) easily navigate among the other sections of that class to add or update the meeting data of those other sections.

To create or modify class meetings:

1. Navigate to the Schedule Class Meetings component. The Schedule Class Meetings component is found by navigating to Curriculum Management > Schedule of Classes > Schedule Class Meetings.
2. Use the Find an Existing Value page to search for the class whose sections’ meeting information needs to be set or modified. Enter the following fields Academic Institutions, Term, Subject Area, and Catalog Nbr.

Note: If you have the Class Nbr and/or the Class Section, enter it on this screen. By doing so it will bring you directly to that class.

3. After selecting Search you will get Search Results at the bottom of the screen. Select the desired section you want to set or modify.

Remember: If you entered the Class Nbr and/or the Class Section, you will not get any Search Results. It will automatically bring you to the particular class.
4. Add or update meeting, instructor or exam schedule information. The Meetings page of the Schedule Class Meetings component is identical to the Meetings page of the Maintain Schedule of Classes component and, as noted above, meeting information can be input or modified in either place with the same result.
5. The information on the Enrollment Cntrl page of the **Schedule Class Meetings** is data that is mostly read-only and – except – the Class Status field which *can* be modified.

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Enrollment Cntrl</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course ID: 014957</td>
<td>Course Offering Nbr: 1</td>
<td></td>
</tr>
<tr>
<td>Academic Institution: Queens College</td>
<td>Term: 2011 Fall Term</td>
<td></td>
</tr>
<tr>
<td>Subject Area: SOC</td>
<td>Undergrad</td>
<td></td>
</tr>
<tr>
<td>Catalog Nbr: 101</td>
<td>Sociology</td>
<td></td>
</tr>
<tr>
<td>GEN INTRO TO SOC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The **Enrollment Control** page allows for changing the Class Status to one of the following:

- Active
- Cancelled Section
- Stop Further Enrollment
- Tentative Section

The Class Status may be changed here to one of the following:
6. The Exam page of the Schedule Class Meetings component is identical to the Exam page of the Maintain Schedule of Classes component and, exam information can be input or modified in either place with the same result.

7. Press Save to save all the changes made.
### Topic 3: Update Sections of a Class

The **Update Sections of a Class** component is used to update the following data in the sections of a scheduled class:

- Class status
- Enrollment controls
- Class Associations

The class status, enrollment controls and class associations of the sections of a scheduled class can be updated *either* in the **Maintain Schedule of Classes** component (described in Topic 1 above), *or* in the **Update Sections of a Class** component discussed here.

*Note: An advantage of using the Update Sections of a Class component for updating class status, enrollment controls and/or class associations, is that the data fields are arranged in individual rows (one for each section), making it easier to identify and update only those fields whose values are to be changed.*

### Step Summary

The **Update Sections of a Class** component can be found by navigating to *Curriculum Management > Schedule of Classes > Update Sections of a Class*.

**To update the sections of a class:**

1. Navigate to the **Update Sections of a Class** component. The **Update Sections of a Class** component can be found by navigating to *Curriculum Management > Schedule of Classes > Update Sections of a Class*.

![Curriculum Management Tree](image-url)
2. Use the Find an Existing Value page to search for the class whose sections are to be updated. Enter the Academic Institution, Term, Subject Area, and Catalog Nbr to bring up that course’s sections.

3. Update the Class Type, *Class Stat (Class Status), *Add Consent, *Drop Consent, and Schd Print (Schedule Print) of the appropriate sections of the class accordingly.
4. Click on the **Class Enrollment Limits**. This tab is used to edit the Enrl Cap (Enrollment Capacity) and Wait Cap (Wait List Capacity) of the courses.

5. Once all the information is entered click on **Save** to save your changes.
Search the Class Schedule

To access the Class Schedule select Curriculum Management. Next choose the Schedule of Classes option. Finally, select the Class Search option.

To search for classes:

1. Specify an Academic Institution. (Example: Queens College)

2. Specify a Term. (Example: 2011 Fall Semester)

3. Select a Course Subject. (Example: Sociology)

4. If you have a Course Number you can enter it here. (Example: If you are looking up Sociology 101 you can enter 101 in the course number box to find only Sociology 101 classes).

   Note: If you choose NOT to enter a number in this box, a list of all the classes for the requested Course Subject will come up.

5. Select a Course Career. This option will allow you to see either the Undergraduate or Graduate Courses. (Example: Undergraduate or Graduate)
6. To see all of the classes that are still open, select the **Show Open Classes Only** checkbox.

   Note: If you want to see both open and closed classes, uncheck the **Show Open Classes Only** checkbox.

7. Click on the **Search** button.

8. You will next see the **Search Results** Page.

   Note: All the sections for the particular class should be listed here. These are the classes students will see when enrolling for classes.

9. To start a new search, select the **Start a New Search** button.
CUNYfirst Enrollment
Enrollment

In CUNYfirst there are two ways to enroll student:

I. Through Campus Community
II. Through Quick Enroll

I. To Enroll Students through Campus Community

Step 1:

From HR/Campus Solution, select Campus Community from the menu followed by Student Service Ctr (Students). Enter any one of the fields to find a student.

ID: This is the student’s CUNYfirst ID Number or EMPL ID

National ID: This is the student’s Social Security Number

Last Name: Student’s last name

First Name: Student’s First name
Step 2 – Student Center & Academics Tab:

On the Student Center tab, make sure you are looking at the correct student. Their name and CUNYfirst ID Number / EMPL ID should be at the top of the page.

*Note: Before you enroll a student for any class, make sure you check their course history to see if they have all the requisites.*

Select the Academics Tab from the top of the page. You’ll then see the **Institution / Career / Program** section along with a Term Summary section.
In the Term Summary section you will see, on the right hand side, three drop menus already expanded:

1. Level/Load
2. Classes
3. Statistics

In the “Class” portion click on the “Quick Enrollment” link.
Step 3 - Class Enrollment Tab:

**Quick Enrollment**

- **Request ID:** 0000000000
- **John Doe**
- **ID:** 12345678
- **Career:** Undergrad
- **Institution:** QUEENS
- **Term:** 2011 FA

**Class Enrollment Tab:**

**Action** and a drop down menu:

- **Enroll** – If you are enrolling a student
- **Drop** – If you are dropping a student from a class
- **Swap** – If you are replacing a student from one class and placing them into another

**Class Nbr** – The class code

**Magnify Glass** – Use to search for the class if you don’t know the code.

We will ignore the “Unit and Grade” and “Other Class Info” Tab.
Step 4 – General Overrides Tab:

Quick Enrollment

- **Appointment** – Used to override student enrollment appointment date, time and maximum enrollment units
- **Unit Load** – Used to skip all unit limit check
- **Time Conflict** – Used to disable time conflict checking for class sections.
- **Career** – Used to override academic career pointers and career pointers exception rules for the student’s academic career.
- **Requisites** – Bypasses requisite checking.
Step 5 – Class Overrides Tab:

**Quick Enrollment**

- **Closed Class** – Used to indicate the class is closed due to capacity size.
- **Class Links** – Used to add/drop class sections without having to do so for required related component sections in a class association group, to allow students to enroll in a non-enrollment type section, and to allow multiple students enrollment in a course.
- **Class Units** – Used to override the *Units Taken* field value for both fixed and variable unit classes.
- **Grading Basis** – Used to allow students to enroll into a class with a grading basis other than the one established for the class. The Grading Basis field becomes available for edit so that you can select a different grading basis for the class enrollment.
- **Class Permission** – Used to override general permissions and student-specific permission requirements, academic career pointers, and career pointer exception rules.
- **Dynamic Dates** – Not being used at this time.
- **Wait List Okay** – A link to access the Wait List Position page, where you can view the student’s position on the wait list. This link is available only for enrollment requests in which the student is already on the wait list for the specified class section.

Step 6 – Submitting the Changes:

Once you’ve finished selecting all the overrides on each of the tabs select the submit button.
B. Enrolling Students using Quick Enroll

- From HR/Campus Solution, select Records and Enrollment from the menu followed by Enroll Student. After, select Quick Enroll a Student. For this part you must know the student CUNYfirst ID Number/ Empl-ID.

- See Steps 3 – 6.
Swapping a Class through Campus Community

Step 1:

From HR/Campus Solution, select Campus Community from the menu followed by Student Service Ctr (Students). Enter any one of the fields to find a student.

- **ID:** The student’s CUNY ID/Empl ID
- **National ID:** The student’s Social Security Number
- **Last Name:** Student’s last name
- **First Name:** Student’s First name
Step 2 – Student Center & Academics Tab:

On the Student Center tab, make sure you are looking at the correct student. Their name and CUNY ID number should be at the top of the page.

Click on the Academics tab on the top of the page. You will see the Institution / Career / Program sections along with the Term Summary section.
In the Term Summary section you will see, on the right hand side, three drop menus already expanded:

1. Level/Load
2. Classes
3. Statistics

In the “Class” portion, click on the **Quick Enrollment** link.
Step 3 - When you click on **Quick Enrollment**, you will be brought to the Enrollment screen. Here, you can swap classes from a student’s schedule.

On the drop down menu, select **Swap**.

Now, you will be able to swap two classes. To do this, you will need the **4-digit course code** of the class that the student is already enrolled for. You also need the **4-digit course code** of the new class.

Type in the existing course code number into the **Class Nbr** field, and the new course code number into the **Change To** field.
Step 4: General Overrides Tab:

Quick Enrollment

- **Appointment** – Used to override student enrollment appointment date, time, and maximum enrollment units
- **Unit Load** – Used to override maximum credit limits.
- **Time Conflict** – Used to disable time conflict checking for class sections.
- **Career** – Used to override academic career pointers and career pointers exception rules for the student’s academic career.
- **Requisites** – Overrides co- and pre-requisites for courses.
Step 5: Class Overrides Tab:

Quick Enrollment

- **Closed Class** – Used to indicate the class is closed due to capacity size.

- **Class Links** – Used to add/drop class sections without having to do so for required related component sections in a class association group, to allow students to enroll in a non-enrollment type section, and to allow multiple students enrollment in a course.

- **Class Units** – Used to override the Units Taken field value for both fixed and variable unit classes.

- **Grading Basis** – Used to allow students to enroll into a class with a grading basis other than the one established for the class. The Grading Basis field becomes available for edit so that you can select a different grading basis for the class enrollment.

- **Class Permission** – Used to override general permissions and student-specific permission requirements, academic career pointers, and career pointer exception rules.

- **Dynamic Dates** – Not being used at this time.

- **Wait List Okay** – A link to access the Wait List Position page, where you can view the student’s position on the wait list. This link is available only for enrollment requests in which the student is already on the wait list for the specified class section.

Step 6: Submitting the Changes:
Once you’ve finished selecting all the overrides on each of the tabs select the submit button.
Swapping a Class through Quick Enroll

From HR/Campus Solution, select Records and Enrollment from the menu followed by Enroll Students, and then Quick Enroll a Student.

Enter the student’s CUNY ID number in the ID field, as well as the term in the Term field. Then, click Add.

You will be brought to the Quick Enrollment screen. Then, follow Step 3 – 6 above to swap courses.
Dropping a Class through Campus Community

Step 1:

From **HR/Campus Solution**, select **Campus Community** from the menu followed by **Student Service Ctr (Students)**. Enter any one of the fields to find a student.

- **ID**: The student’s CUNY ID/Empl ID
- **National ID**: The student’s Social Security Number
- **Last Name**: Student’s last name
- **First Name**: Student’s First name
Step 2 – Student Center & Academics Tab:

On the Student Center tab, make sure you are looking at the correct student. Their name and CUNY ID number should be at the top of the page.

Click on the **Academics** tab on the top of the page. You will see the **Institution / Career / Program** sections along with the **Term Summary** section.
In the Term Summary section you will see, on the right hand side, three drop menus already expanded:

1. Level/Load
2. Classes
3. Statistics

In the “Class” portion, click on the Quick Enrollment link.
Step 3 - When you click on **Quick Enrollment**, you will be brought to the Enrollment screen. Here, you can drop classes from a student’s schedule.

On the *Action* drop down menu, select **Drop**.

Now, you will be able to drop classes. To do this, you will need the **4-digit course code** of the class that needs to be dropped.

Type in the existing course code number into the **Class Nbr** field. Then, click **Submit**.
Dropping a Class through Quick Enroll

From HR/Campus Solution, select **Records and Enrollment** from the menu followed by **Enroll Students**, and then **Quick Enroll a Student**. Enter any one of the fields to find a student. Type in their **CUNY ID** number in the **ID** field, as well as the term in the **Term** field. Then, click **Add**.

You will be brought to the **Quick Enrollment** screen. Then, follow **Step 3** above to drop courses.
CUNYfirst Query
Query

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.)
Searching for Queries

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 has the word “GPA” in the Query Name or in the Description.
Viewing and Adding Queries to “My Favorite Queries”

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.
CUNYfirst User Access Forms
Security Access Forms: Through MYQC

I. New Faculty Members:

To request security access for CUNYfirst go to the following URL: http://www.qc.cuny.edu/cunyfirst/faculty.

On the right side of the screen, select Request CUNYfirst Security Access, below Are You New to CUNYfirst?

Please be sure to complete Step 1 and 2 above before continuing.

In Step 3, click on CUNYfirst Access Request form. To log into the site use must enter your ADS account (commonly known as your QC e-mail login) and press OK.

Note: If you are having problems logging in try typing “qc\” before your username.
Once you’ve logged in, you should see the following screen. After reading the instructions, press Continue at the bottom right hand corner of the page to begin filling out the form.
Employee Information Section:

The following information will be pre-filled and grayed out so further changes cannot be made. The information is based on the data from the Office of Human Resources so make sure all the information is correct before proceeding.

- First name
- Last name
- Empl Id
- Job Title
- Dept/Office
- Business Unit/Campus
- CUNY email address

You are required to enter a phone number where you can be reached with questions regarding this form.
Read the terms and conditions and then click on the “*I accept the terms and conditions*” checkbox.

Click Submit to send your application to the head of your department. A new page will open with a confirmation message stating form was sent.

Once the form has been completed, the head of the department will receive an email letting them know of the pending request in their account.
II. Chair Person:

After a new faculty member requests access to CUNYfirst, you (chairperson) will receive an email with the name of the person who requested access along with a direct link as to where you can go to approve the access.

The email will be similar to the one shown below:

When you click on the link it will take you to a page where you will need to use your ADS account to log in.
Once you’ve logged in, you should see the following screen.

**Note:** It will be the same screen Faculty sees when they log in.

Read the instructions for the Chairperson and then press Continue at the bottom right hand corner of the page to proceed.

You will then be brought to a new window, which lists all the users who have recently requested access. Click on the name of the person you received the email for and continue filling out the form.
After clicking on the name, scroll down to the **Select Academic Function(s)** section. Select the staff member’s Academic Function from the choices provided (i.e. Advisor, Department Chair, Department Secretary, Faculty, and Scheduler).

**Note:** *A person may have more than one academic function.*

This Academic Function will determine what access the new employee will receive.

![Select Academic Function(s)](image)

Confidentiality Statement:

Read the terms and conditions and then click on the **“I accept the terms and conditions”** checkbox.

- I accept the terms and conditions.

Click Submit to send the form. A new page will open with a confirmation message stating the form was sent to the Security Liaison.

![CUNYfirst Access Request Form](image)

A confirmation email will be sent once Security Liaison has granted access.