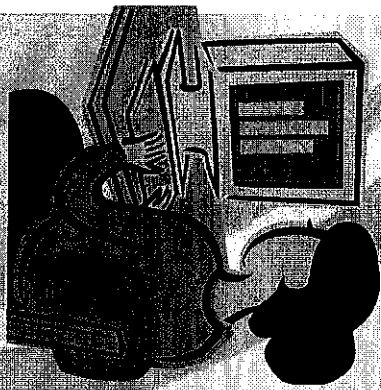




CUNYfirst Faculty Training

Presented by

Anna T. Betancourt

Created By

Sandy Lujan

Kingsborough Community College/CUNY

CUNYfirst Introduction



- What is CUNYfirst?
 - Fully Integrated Resource & Services Tool
- Claiming your CUNYfirst Account
- Faculty Center
 - My schedule
 - Class rosters
 - Grade rosters & entering grades

Claim your CUNYfirst Account

- Enter the CUNYfirst URL <https://home.cunyfirst.cuny.edu> in your web browser's address bar to access the CUNYfirst Portal Login page.



CUNYfirst is The City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Signing on to CUNYfirst - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more. It will give faculty additional tools to enhance their interaction with students. It is also designed to give staff access to powerful processes that connect with the finance, student administration and human resources functions necessary to operating the nation's largest urban university.

CUNY
The City University of New York
Fully Integrated Resources & Services Tool

CUNY
The City University of New York

Sign In

Username

Password

[Forgot Your Password? Change Password from This Page](#)

Note: Users of this system must use their individually assigned user ID. Sharing of user IDs and passwords is prohibited by CUNY's Security Policies & Procedures (security.cuny.edu).

All users who access their accounts at college workstations and kiosks should remember to log out of CUNYfirst at the end of their sessions to ensure their accounts are securely closed.



On the Account Activation page:

- First Name
- Last Name
- DOB (mm/dd/yyyy)
- Last 4 digits of SS#
- CAPTCHA

CUNY First
Fully Integrated Resources & Services Tool

CU
The City
University
of New York
New York

Account Activation

Please provide the required information in the following fields to activate your CUNY account.

First Name*:
Last Name*:
DOB (mm/dd/yyyy)*:
SS# (last 4 digits)*:



OK

Instructions

- Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service.
- If you are not sure what the words are, either enter your best guess or click the reload button next to the distorted words.
- Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge.

*Denotes required field

Challenge Questions & Answers

- Select five personal challenge questions
- Enter your own personal answer to each question
- Click OK

CUNY
Fully Integrated Resources & Services Tool

CU
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of
New York

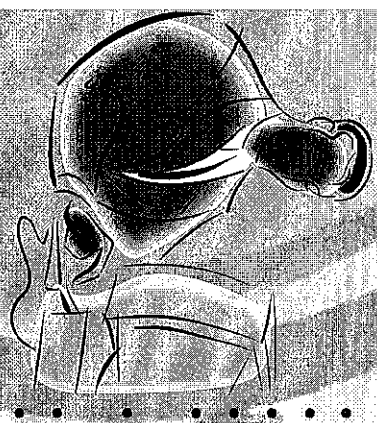
Challenge Questions and Answers

Please select a question from each of the drop down menus below, and provide the answers of your choice to be used in the future for password changes

Question 1*	-- Please Select --	OK
Answer*		
Question 2*	-- Please Select --	OK
Answer*		
Question 3*	-- Please Select --	OK
Answer*		
Question 4*	-- Please Select --	OK
Answer*		
Question 5*	-- Please Select --	OK
Answer*		

*Denotes required field

Choose a password



• 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

• Expires 90 days after the last password change

• An email notification will be sent to users whose password is going to expire in the next 7 days

• Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password

• At 90 plus days, CUNYfirst will require the user to change their password

• Once submitted, the update process may take a couple of minutes. Please wait...

Choose a Password

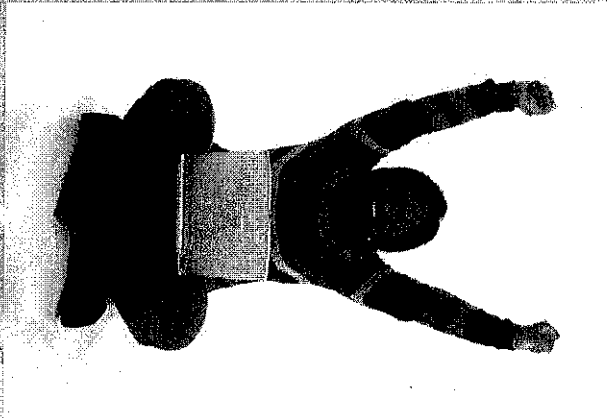
Choose a password below. For password policy details, please click [here](#)

Password*:

Confirm Password*:

*Denotes required field

Success!



- On the User Activation Completed Successfully page, your username & Empl ID (CUNY ID) is displayed.

User Activation Completed Successfully!

Your username is:

FirstName.LastName##

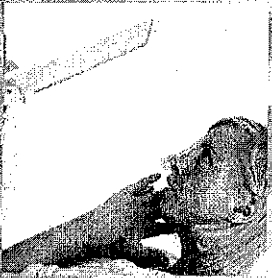
Your EMPLID is:

#####

Faculty Center



- The Faculty Center is a self-service component that will provide you a single entry point from which to begin navigation to:
 - View My Schedule
 - View Class Rosters
 - Enter Final Grades
- Navigate to:
Enterprise Menu > HR/Campus Solutions > Self Service > Faculty Center



My Schedule

- Navigate to:
Self Service > Faculty Center > My Schedule
- Click on Class Roster

Sandra Lujan

Faculty Center	Adviser Center	Search
my schedule	class roster	grade roster
	verification of attendance rosters	my textbooks

Faculty Center

My Schedule

2012 Fall Term | Hostos Community College

My Exam Schedule

Select display option:

☒ Show All Classes

☐ Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster



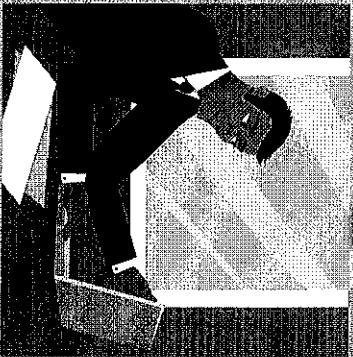
Learning Management

My Teaching Schedule > 2013 Fall Term > Kingsborough Community College

Class	Class Title	Enrolled	Days & Times	Room	First	1 of 1	Last
ENG BW00-14	FN07N COLL LEV WRIT 39		MoTuWeTh 7:20AM - 8:10AM	OFF CAMP	Sep 7, 2013-		Dec 14, 2013
(61372)	(lecture)						

Class Rosters

- Navigate to:
Self Service > Faculty Center > My Schedule
- Click on Class Roster
- You may view and or print the class roster



Class Roster

2013 Fall Term | Regular Academic Session | Kingsborough Community College | Undergraduate Kingsborough CC

▼ ENG BW00 - 14 (6137) [Change Class](#)

Foundations for College-Level Writing (Lecture)

Days and Times	Room	Instructor	Dates	Topic
MoTuWeTh 7:20AM- 8:10AM	OFF CAMP OFF CAMP	Sandra Lujan	09/07/2013 - 12/14/2013	COLLEGE NOW STUDENTS ONLY

* Enrollment Status Enrolled

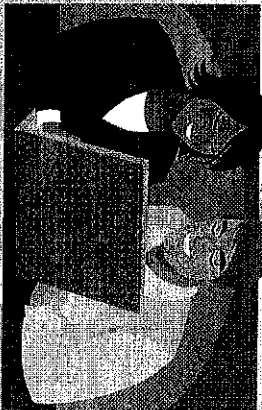
Enrollment Capacity 50 Enrolled 39

Enrolled Students

Index	ID	Name	Grade	Under	Programs and Plan	Level
1	309000000	ALLEN, JENNIFER	200	2	Non Degree	Level 20

Select All Clear All

Printer Friendly Version



Grade Rosters

- Navigate to:
Self Service > Faculty Center > My Schedule
- Click on Grade Roster

Sandra Lujan

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster
	verification of attendance rosters	my textbooks

Faculty Center

My Schedule

2013 Fall Term | Kingsborough Community College

My Exam Schedule

Select display options:

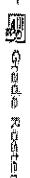
☒ Show All Classes

☐ Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster

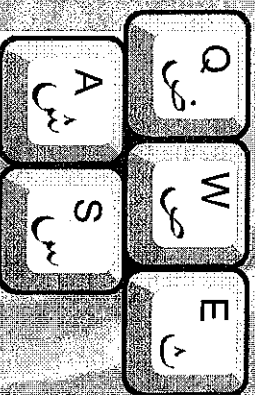


Learning Management

My Teaching Schedule > 2013 Fall Term > Kingsborough Community College

Class	Class Title	Enrolled	Days & Times	View All	Rooms	First	1 of 1	Last
ENG 6137	ENG BW00-14 (lecture)	FWDIN COLL LEV WRIT 39	Motuweth 7:20AM - 8:10AM		OFF CAMP	Sep 7, 2013-		Dec 14, 2013

Entering Grades



- Grade roster page displays a list of enrolled students in alphabetical order by last name.
- Approval Status = Save but not Submit
- Click on View All to see all in students enrolled.
- Select the grade for each student from the Grade Roster drop down menu.
- Save the roster.

2013 Fall Term | Regular Academic Session | Kingsborough Community College | Undergraduate Kingsborough CC

▼ **ENG HW00 - 14 (6.132)** **Change Class**

Foundations for College-level Writing (Cleared)

Days and Times: Room: Instructor: Date: Topic:
 8:10AM-8:10AM OFF CAMP Sandra Lujan 09/07/2013 - COLLEGE NOW
 12/14/2013 - STUDENTS ONLY

Display Options: ☐ Grade Roster Type Final Grade
☐ Display Unassigned Roster Grade Only

Grade Roster Actions:
 * Approval Status Save but not Submit **Save**

Grade Roster Submission Deadline: 12/17/2013

ID	Name	Grade	Approval Status	Submitted
101	NATIVE			
102	NATIVE			
103	NATIVE			
104	NATIVE			
105	NATIVE			
106	NATIVE			
107	NATIVE			
108	NATIVE			
109	NATIVE			
110	NATIVE			

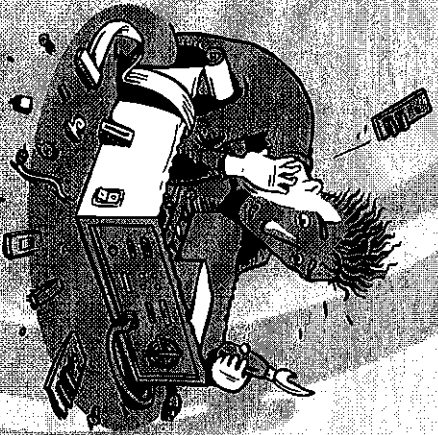
Submitting Grades

- Submit the grades to the Registrar by updating the Approval Status to Submit Grades to the Registrar
- Click Save button
- Click Post button

Display Options:	
*Grade Roster Type ☐ Display Unassigned Roster Grade Only	Final Grade
Student Grade Requirement Designation FEED	
notify selected students notify all students	
Grade Roster Action:	
*Approval Status Submit Grades to Registrar	save
Grade Roster Submission Deadline: 12/17/2013	
SAVE POST	

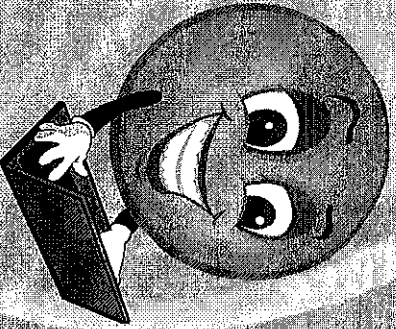
Having trouble with the CUNYfirst Site?

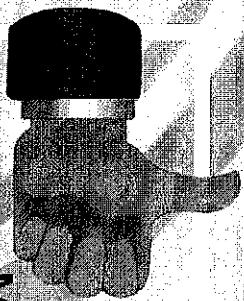
- Try logging out, close your web browser and then logging back in.
- Update your browser & Java Plugins
- Clear your browser's cache & temporary files.
- Try using a different browser (Firefox, IE9, or Google Chrome)
- Disable the pop-up blocker on your browser.
- If you cannot view your schedule, then the class has not yet been assigned to you. Please contact the Office of Collaborative Programs at 718-368-5170.



Review

- CUNYfirst
- Claim your account
- Faculty Center
 - My schedule
 - Class rosters
- Grade rosters & entering grades

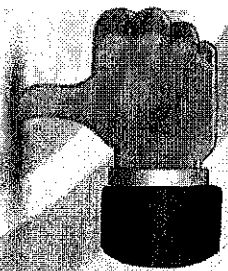




College Now Do's and Don'ts

Do.....

- Maintain your roll book including exams and project grades, attendance and assignments
- Clear your history browser before signing on to CUNY first
- Disable pop-up blocker on your PC or tablet
- Check your class roster regularly
- Post your grades within 72 hours of your last class meeting
- Print out a hard copy of your posted grades and submit with end of term materials
- Contact College Now with any issues immediately

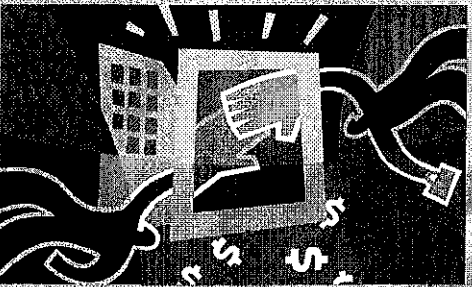


College Now Dos and Don'ts

Don't.....

- Contact the KCC Help Desk if you have a problem – Call or email College Now
- Enter Verification of Attendance – use paper X-roster
- Use a public wi-fi when using CUNY First
- Don't post class or grade roster with students CUNY empl ID numbers.
- Submit grades if your grade roster is incorrect.
- Keep a student on your rollbook if they stop coming or are failing... Contact us and DROP THEM!

Contact Information – Office of Collaborative Programs – Room F102



- Phone Number 718-368-5170
- Erika Delacruz
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- Email – Anna Betancourt
atbetancourt@kbcc.cuny.edu
- Email – Domemick Brucculeri
dbrucculeri@kbcc.cuny.edu

Fax # 718-368-5377

Website: Collegenowlive.com