LOG ON: Enter https://home.cunyfirst.cuny.edu/ into your browser

- Be sure to use Mozilla, Internet Explorer or Safari.
- Enter Username & Password and click the GO icon.
- From the Enterprise Menu, Select HR/Campus Solutions.

STEP 1:
- Select SELF SERVICE → STUDENT CENTER

STEP 2:
- Click SEARCH FOR CLASSES button

STEP 3:
- Select “John Jay College” as institution
- Select the “term/semester”
- Select “Course Subject” (ie: English)
- Enter the “Course Number” (ie: 101)
- Scroll to the bottom of the page and click “Search” button

STEP 4:
- Select the course section by clicking the “Select Class” button
- Review the course information & Click “Next” button to add to Shopping Cart.
  - Note: = Course is open & = Course is closed
  - Course is successfully added to cart when a green message appears

STEP 5:
- Return to the STUDENT CENTER in SELF SERVICE
- Select Under Academics section Click “Enrollment Shopping Cart”
- Select the TERM (ie: Fall 2014)
- Check off the courses you want to register for
- Click ENROLL button
- To confirm courses click FINISH ENROLLING

Need HELP with CUNYFirst?
Contact the DOIT Technology HelpDesk support line: 212.237.8200
Send an email: helpdesk@jjay.cuny.edu
Visit the Helpdesk: New Building, L2.73.00 Mon – Sat 8am – 5pm

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