Navigating CUNYFirst

For more information, contact:
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To Access CUNYFirst...

- **Step 1:** Go to [https://www.jjay.cuny.edu/](https://www.jjay.cuny.edu/)
- **Step 2:** Click on “Web Apps”
- **Step 3:** Under “CUNY Services”, click “CUNYFIRST”
- **Step 4:** Use your credentials to login

Under “CUNY Menu”, click “Student Center”. The Student Center is your personal ‘hub’ of information related to your John Jay attendance, including your Academics, finances, personal information, any holds on your account, your To-Do List, and your posted enrollment dates for the semester.

*Overall, CUNYFirst Student Center contains much information that you will want to browse and explore on your own.*
To Enroll/Add/Swap/Drop Classes...

- **Step 1:** Click “Enroll” under “Academics”
- **Step 2:** Choose the appropriate semester, and click “Add”, “Drop”, or “Swap” at the top of the page
  - **To Add:** Search for the desired class by clicking “Search” at the top of the page. Find the class that fits your needs and click “Select”. Then follow the prompts to register the class and add it to your schedule.
  - **To Drop:** Select the class(es) that you want to drop and click “Drop Selected Classes”
  - **To Swap:** Select the class that you want to swap, and search for the class that you want to replace it. Then follow the prompts to finalize the class swap.
- Here, you can also view your Shopping Cart
To View Your Grades...

- **Step 1:** Click “View Grades” under “Academics”
- **Step 2:** Click “Change Term”
  - Select the appropriate term, and you can see your grades for that semester.
To View Transfer Credit Reports...

- **Step 1:** Click “Other Academics” under “Academics”
- **Step 2:** Click “Transfer Credit: Report”
  - Here, you can see your Transfer Credit Report
To View/Print an Unofficial Transcript ...

- **Step 1:** Click “Other Academics” under “Academics”
- **Step 2:** Click “Transcript: View Unofficial”
- **Step 3:** Choose “John Jay College” for the Academic Institution
- **Step 4:** Choose “Student Unofficial Transcript” for the Report Type
- **Step 5:** Click “View Report” and a PDF will pop-up onto your screen

**NOTE:** If it does NOT pop-up on your screen, you must allow the pop-up/unblock the popup in “Settings” on your laptop
To Find Needed Textbooks for the Semester...

- **Step 1:** Click “Weekly Schedule” under “Academics”
- **Step 2:** Beside “Select Display Option”, click “List View”
- **Step 3:** Select your term and click “Continue”
- **Step 4:** Click “View Textbook Summary”
To View Your Financial Aid...

- **Step 1:** Click “View Financial Aid” under the “Finances” tab

- **Step 2:** Select the aid year you want to view and you will see that year’s financial aid summary, broken down by semester

* Make sure you accept/decline any financial awards that you receive. You make those choices on the same page where you view your financial aid *
To Make a Payment/Enroll in a Payment Plan...

- **Step 1:** Click "Make a Payment" under "Finances"
- **Step 2:** Follow the prompts to make a payment or enroll in a payment plan
To **Change Personal Information**...

- **Step 1:** Go to “**Student Center**”
- **Step 2:** Scroll down to “**Personal Information**”
- **Step 3:** Click the contact information that you want to change (Home Address, Mailing Address, Phone Number, & Email)
- **Step 4:** Once you edit and save your new information, it will update on your “**Student Center**”.

![Personal Information Form](image-url)
To Access **DegreeWorks**...

- **Step 1:** Go to your “Student Center”
- **Step 2:** Scroll down to “Advisement” on the right
- **Step 3:** Click “DegreeWorks-Online Advisement”
- **Step 4:** Click “DegreeWorks” again, and then click “worksheets”, and your entire DegreeWorks academic information will appear.
To Navigate **DegreeWorks**...

- **Step 1:** Under “Student View”, you can see your personal information, such as your name, EMPL-ID, your transfer credits, your academic status, and your cumulative GPA.

- **Step 2:** Scrolling down, you see:
  - Your degree goal, the total amount of credits you need still to complete for that degree, and the amount of credits you already have applied to your degree (this “Credits Applied” number includes the credits that you already have completed ADDED to the credits you are currently taking)
  - Your General Education requirements, your pre-requisite requirements, the course requirements for your major and minor, and the electives you have completed.
  - To the left of each of these course requirements, you find either a **GREEN** checkmark (which means you have completed the requirement), an **EMPTY** box (which means you still need to complete the requirement), **ONE BLUE** squiggle line (which means you are CURRENTLY enrolled in the class), OR **TWO blue** squiggle lines (which means you have an issue with the requirement you need to bring to your advisor).

*Use **DegreeWorks** anytime that you are meeting with your advisor and/or enrolling in classes. It serves as a critical tool for identifying and monitoring the course requirements necessary to graduate.*
Thank you for your time!

Good luck at John Jay!