

CUNYFirst Quick Steps to Enrollment

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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