 registers for classes

1. Return to your **Student Center**

2. Click on **Enroll**

3. In the box marked “add to cart,” Type in the 5 digit Class Number for the course you want to register for, and click **Enter**.

4. Review the information on the next screen to make sure you are trying to add the correct class, and click next. This will add your class to your Shopping Cart.

   **YOU ARE NOT DONE REGISTERING!**

   Putting a class in your shopping cart does not register you for it, nor does it hold a seat in the class. You must confirm enrollment to secure your seat

5. Once all the courses you want to register for are in your Shopping Cart, click on **Proceed to Step 2 of 3**.

6. Confirm that all the classes in your Shopping Cart are the ones you want to register for and click **Finish Enrolling**.

7. At this point, you should either get a message telling you that you have successfully enrolled in the class, or an error message telling you that you cannot register for this class. The three reasons you wouldn’t be able to register for that class are:

   1. It is closed, so you must choose another section
   2. It is part of a special program that you are not a part of, so you must choose another section.
   3. It has a prerequisite which you have not yet taken.

If you have taken the perquisite for the class and you are getting this error, call the **Registration Help Center at 718-368-6551**.

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### How to Claim Your Kingsborough Community College Email

Using any browser on a PC, Laptop or mobile device navigate to the Kingsborough Account Management site called KBAM at https://kbam.kingsborough.edu

Once at the page click on the blue icon called Getting Started.

1. On this page you will enter your **first name**, **last name**, your **date of birth** and the **last 4 digits of your SSN**. When you type our name do not use `,`, –, or spaces.

   **For example:**

   O’Brien becomes Obrien, Johnson-Smith becomes JohnsonSmith and Billy Bob becomes BillyBob.

2. Once you have filled out this page click on lookup account. If you have an account in the system, KBAM will display your **student email address and default password**. If the system cannot find an account for you please visit the Student Help Desk listed below.

3. You will need an account to use most computer resources and to access most online applications at Kingsborough. The college also sends **important notices to your student email account**.

You can use https://kbam.kingsborough.edu 24 hours a day 7 days a week, on or off campus. KBAM can be used to manage your account, reset your password, check your printing balance or look at a copy of any important notices sent to you.

If you need assistance accessing your student email account, please contact the Student Help Desk

**Locations:** L-106, L-107, M-200 & M-224

**Phone:** 718-368-6679

**Email:** helpdesk@students.kbcc.cuny.edu

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Designed by: Robert Cincinnati
How to Register Using CUNYfirst

Logging in to CUNYfirst

1. Go to the Kingsborough website. www.kbcc.cuny.edu, go to Quick Links (located in the upper right corner) and click on the CUNYfirst Portal. Be sure you do not click on “CUNY Portal,” as that will take you to the page where you can access Blackboard, not CUNYfirst.

2. If you have not claimed your account you can do so by clicking “First Time User”. If you have forgotten your password you can reset it. Otherwise, enter your CUNYfirst Username and Password.

3. Once you are logged in, click on HR/Campus Solutions.

4. Click on Self Service

5. Click on Student Center

6. Once you’re in Student Center, you will be able to access information about holds you may have that will prevent you from registering, how much your tuition is, what classes you are currently enrolled in, and the date and time you can first begin to register for classes is also displayed here.

Searching for Classes

1. To search for classes while in your Student Center, click on Search, located under the academics tab.

2. Make sure that the Institution is set to Kingsborough Community College, and the Term is set for the semester you are trying to register for. Remember, Winter is considered to be part of the Fall semester, and the Summer is considered to be part of the Spring Semester.

3. Select the subject of the class you are looking for, and type the course number in the box marked Course Number

4. CUNYfirst will return a list of all the open sections of that class. When you find the section that you would like to for, click on it to view more information.

5. When you review the additional details for the class, you can see how many seats are left, what the prerequisites are for the class (prerequisites are requirements you must meet before taking that class), whether that class is writing intensive, or if it is reserved for students in a special program such as Opening Doors, ASAP, Integrative Studies or the Honors Program.

If the section is part of a special program and you are not in that program, CUNYfirst will not allow you to register for that section, and you will need to choose another section.

6. Once you have selected the section you would like, write down the 5 digit number. You will need it to register for that section.

Searching for Writing Intensive Courses

1. Click on Search For Classes

2. Enter Course Subject

3. In COURSE ATTRIBUTE select Writing Intensive Courses from the drop down menu

4. Click SEARCH