Faculty Training
CUNYFirst Introduction
Claim your CUNYfirst Account.

Enter the CUNYfirst URL in your web browser's address bar to access the CUNYfirst portal.

Log in using your CUNYfirst account credentials:

Sign in

Ready and set!
CAPTCHA:

Last 4 digits of SSN
DOB (mm/dd/yyyy)
Last Name
First Name

On the account activation page:
Challenge Questions & Answers

Select five personal challenge questions

Enter your own personal answer to each question

Click OK
Choose a Password

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

At 90 plus days, CUNYFIRST will require the user to change their password for the user to change their password within the 7 days prior to the expiration of the current password. A screen displays next 7 days.

An email notification will be sent to users whose password is going to expire in the next 90 days. The last password change is due to expire 90 days after the last password change. Note: CUNY Password Reset Policy

1 or more numeric or special characters
1 or more uppercase letters
8 or more characters

Note: CUNY Password Policy when choosing a password:
User Activation Completed Successfully!

Success
Navigate to:

- Enter Final Grades
- View Class Rosters
- View My Schedule

The Faculty Center is a self-service component that will provide you a single entry point from which to begin navigation to:

Faculty Center
Click on Class Roster
Self Service > Faculty Center > My Schedule

Navigate to:
My Schedule
Class Roster

You may view and print the class roster by clicking on Class Roster under the self service section of your center. Navigate to Class Roster.
Click on Grade Roster
Self Service > Faculty Center > My Schedule
Navigate to:
Grade Rosters
Entering Grades

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

Click Save button

Submit Grades to the Registrar by updating the Approval Status to

Submit the grades to the Registrar

Submitting Grades
718-368-5170

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.

• Disable the pop-up blocker on your browser.

• Google Chrome

• Try using a different browser (Firefox, IE9, or...

• Clear your browser’s cache & temporary files.

• Update your browser & Java plug-ins

• Then logging back in.

• Try logging out, close your web browser and then logging back in.

Steps

Having Trouble with the CUNYfirst
Grade rosters & entering grades
Class rosters
My schedule
Faculty Center
Claim your account
CUNYfirst
Review
Immediately
Contact College. Now with any issues
and submit with end of term materials
Print out a hard copy of your posted grades
Class meeting
Post your grades within 72 hours of your last
Check your class roster regularly
Disable pop-up blocker on your PC or tablet
to CUNY First
Clear your history browser before signing on
Maintain your roll book including exams and

Do's and Don'ts
College Now
Dos and Don'ts:

- Don't fail. Contact us and drop them!
- Keep a copy of your rolloffix if they stop coming or submitting grades if your grade roster is incorrect.
- Don't post class or grade roster with students CUNY.
- Use a public wifi when using CUNY first.
- Enter verification of attendance - use paper x-roster.
- Call your college now.
- Don't call the KCC help desk if you have a problem.

College now dos and don'ts.
Website: CollegeNowLive.com
Fax # 718-368-5377
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Email - Domenick Bruculer
atBerencourt@kbcc.cuny.edu
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Collaborative Programs - Room F102
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