



**Faculty: Grade Change & WN Reversal Forms**

## Table of Contents

<b>Grade Change &amp; WN Reversal</b> .....	3
Grade Change.....	4
Grade Change Results .....	8
Notifications.....	9
<b>WN Reversal Process</b> .....	10
WN Reversal Results .....	12
Notifications.....	14
<b>Update Existing Request</b> .....	15
<b>Viewing Previous Submissions</b> .....	17
<b>Navigating the CUNYfirst Homepage</b> .....	20
Search.....	21
Home .....	21
Notifications.....	21
<b>Actions List</b> .....	22
New Window .....	22
My Preferences .....	22
Add to Favorites .....	23
<b>Appendix A: Review of Personal Details in Employee Self Service</b> .....	25

## Grade Change & WN Reversal

The grade change process is designed to streamline and enhance the efficiency of handling grade change and WN (Withdrawal Non-attendance) reversal requests. This guide serves as a comprehensive resource for understanding and navigating both processes.

To get started, log into CUNYfirst and access the **Grade Change** component page.

1. Log into CUNYfirst.
2. Click the homepage drop-down arrow and select the **Faculty Center** option.

**CUNY Login**

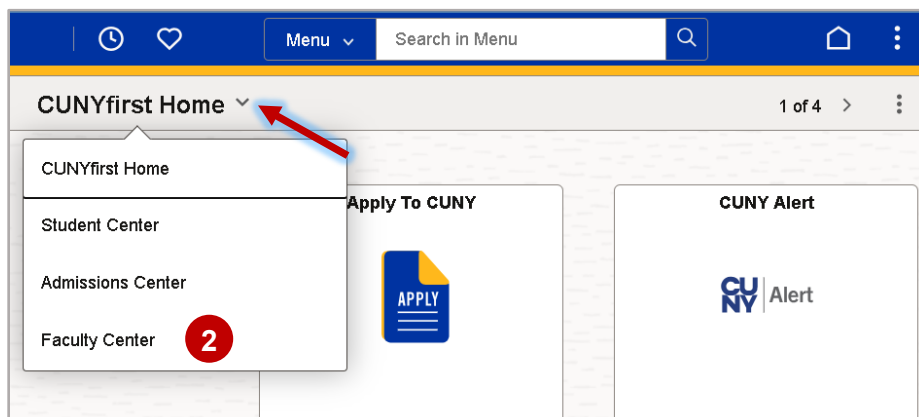
Log in with your [CUNY Login credentials](#)  
If you do not have a CUNYfirst account, see the [FAQs](#).

Username

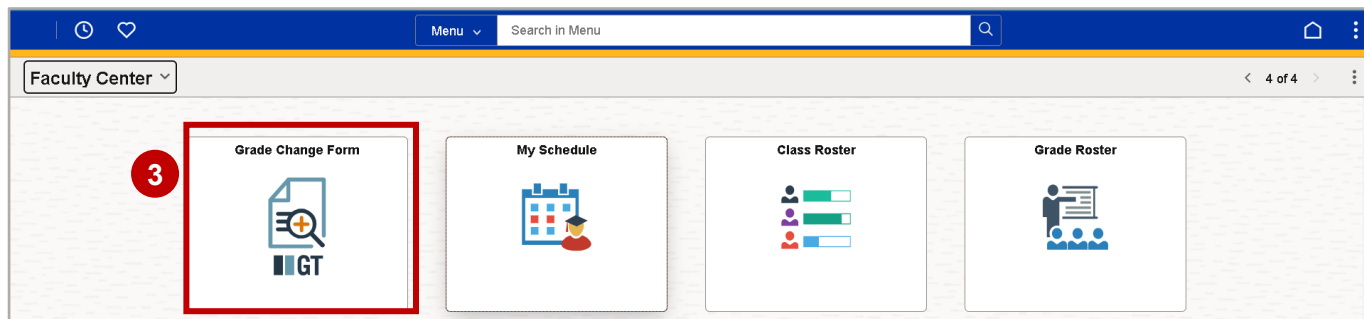
Password

**Log in** 1

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)



3. Select the **Grade Change Form** tile.



## Grade Change Process

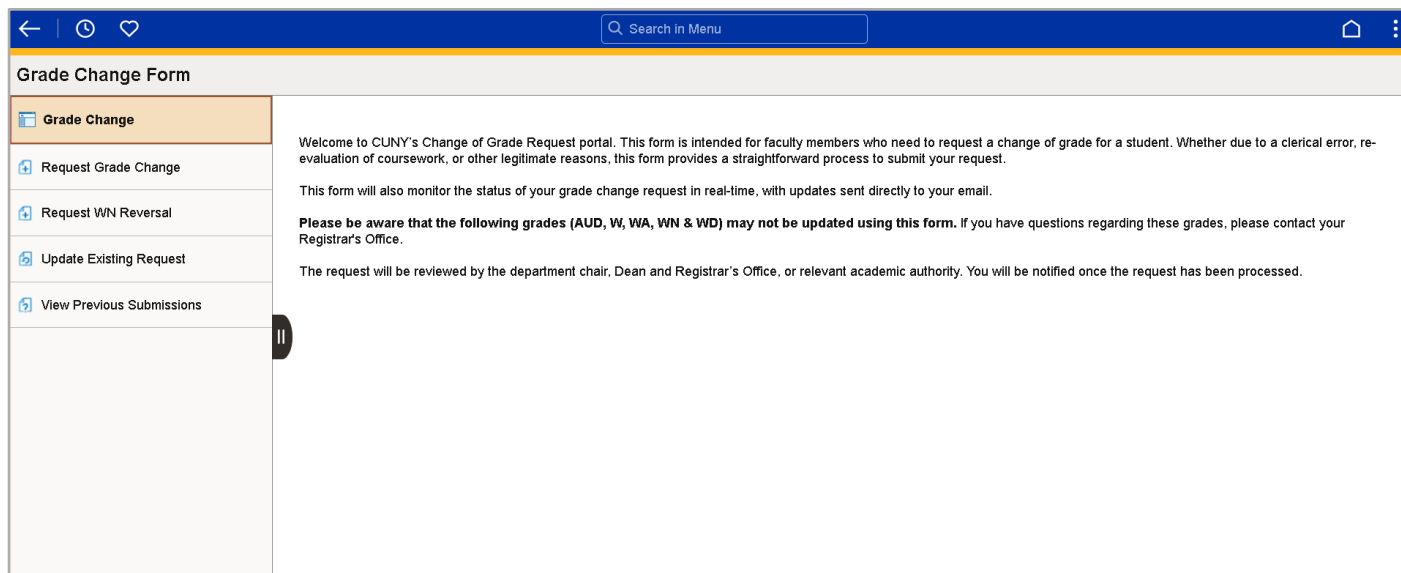
The grade change process involves several key steps, from the initial submission of a grade change request to the final approval and notification. An online grade change request may be submitted by a faculty member or on behalf of the faculty member by a department chair (e.g., department chair's designee). The form requires details such as the student's information, the class, and the requested grade change.

The submitted request goes through an approval workflow, which includes department chairs, designees, and registrars. Each approver reviews the request and can select Approve, Deny or Recycle (request for additional information) as a decision on the reason for the change. At each stage of the approval process, e-mail notifications are sent to the submitter, the student, and the next approver in the workflow. This ensures that all stakeholders are informed of the request's status.

Faculty members can track the real-time status of their requests, see the approval route and any comments made by approvers using the **Grade Change Form** component page. Once the request is fully approved, the final grade change is recorded in CUNYfirst, and notifications are sent to the student and the faculty member.

### Grade Change

The **Grade Change** page serves as the landing page with welcome text and general information about grade change and WN reversal requests. Faculty may only submit grade changes for their own classes and the grade change request may be submitted is available for one year (i.e., Fall, Spring, or Summer). Additionally, the grade roster must be posted and the student must be active in the program to request a grade change via this form.



Grade Change Form

- Grade Change
- Request Grade Change
- Request WN Reversal
- Update Existing Request
- View Previous Submissions

Welcome to CUNY's Change of Grade Request portal. This form is intended for faculty members who need to request a change of grade for a student. Whether due to a clerical error, re-evaluation of coursework, or other legitimate reasons, this form provides a straightforward process to submit your request.

This form will also monitor the status of your grade change request in real-time, with updates sent directly to your email.

**Please be aware that the following grades (AUD, W, WA, WN & WD) may not be updated using this form.** If you have questions regarding these grades, please contact your Registrar's Office.

The request will be reviewed by the department chair, Dean and Registrar's Office, or relevant academic authority. You will be notified once the request has been processed.

To submit a grade change request, select the **Request Grade Change** option. The form requires the following information:

- **Course & Student Information:** Course details and student ID.
- **Requested Grade Change:** The new grade being requested.
- **Reason for Grade Change:** A detailed explanation of the reason for the grade change.
- **Acknowledgement:** Complete the attestation.

### Request Grade Change Form

1. Select the institution where the class is taught.
2. Select the term and class for which the grade change is being requested. Once a class is selected, the associated subject details display for the class. **Note:** A grade change request may be submitted for terms up to one year after the final grades have a posted.

Grade Change Form

Grade Change : Grade Change Form ID 100765 (NEW)

Use this form only to change one letter grade to another. Note that grades cannot be processed for students whose degree has been awarded.

**Class Information**

Academic Institution

Term

Class Information

### Class Information

Once a class is selected, the subject details display.

Grade Change Form

Use this form only to change one letter grade to another. Note that grades cannot be processed for students whose degree has been awarded.

**Class Information**

Academic Institution

Term

Class Information

Subject LIB

Catalog Nbr 30:

Class Section CMWA

Class Number 35

Session Regular Academic Session

Instructor

## Student Information

In the **Student ID** field, click the magnifying glass to display the class roster. Select a row from the roster to populate the **Student ID** field.

The screenshot shows a mobile application interface for a 'Grade Change Form'. At the top, there is a blue navigation bar with icons for back, refresh, and home, and a search bar labeled 'Search in Menu'. Below the navigation bar, the title 'Grade Change Form' is displayed. Underneath, the section 'Student Information' is highlighted. At the bottom of this section, there is a label 'Student Id' followed by a text input field and a magnifying glass icon to its right.

When a student is selected with the program status of Completed Program, the following message displays:

**“Grade change is not applicable for students with a degree awarded status.”**

The screenshot shows a 'Lookup' dialog box with a search field containing 'Student Id'. Below the search field, there is a section for 'Search Results' which contains a table. The table has four columns: 'Empl ID', 'Name', 'Official Grade', and 'Academic Program Status'. The second and third rows of the table are highlighted with a red border.

Empl ID	Name	Official Grade	Academic Program Status
1	[Redacted]	WU	Discontinued
2	[Redacted]	A-	Completed Program
2	[Redacted]	B-	Completed Program
2	[Redacted]	B+	Active in Program

If there is a pending grade change request for the selected student for this class, the following message displays:

**“There is a pending grade change request this student for this class Either cancel or withdraw the previous request to submit a new one.”**

## Change Grade

The **Current Grade** field displays the posted grade. Enter the new grade in the **Grade Input** field. Select the reason for the grade change. The available reasons include:

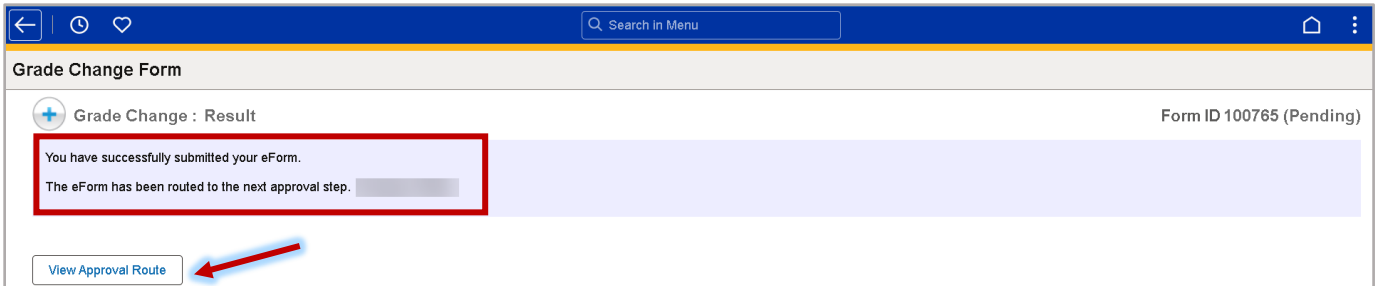
- Clerical error
- Committee Action
- Military Active Duty
- Miscalculation
- Other (a brief description is required)

A brief description must be entered for every grade change request, including the rationale for the grade change request.

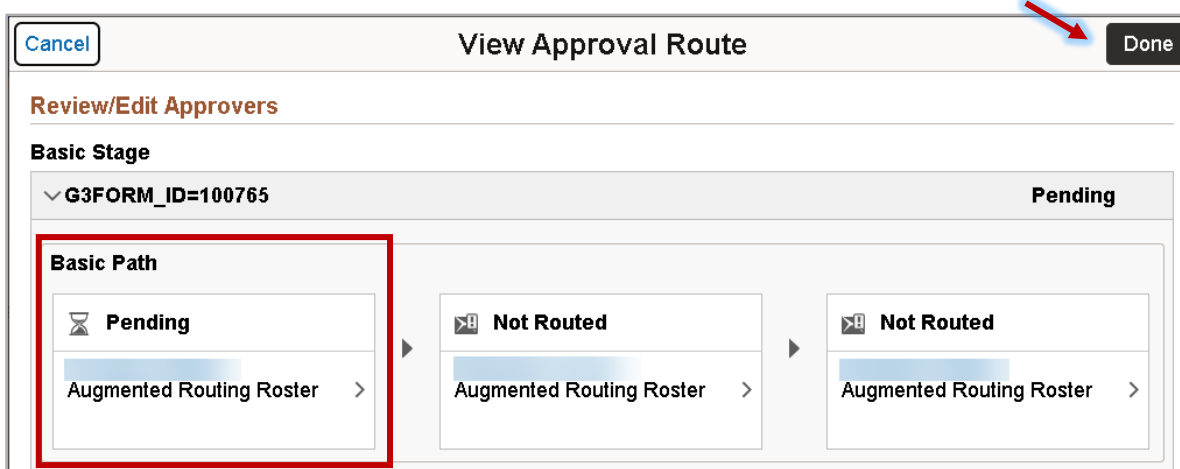
The requester must acknowledge the understanding of the grade change policy and attest to the accuracy of the grade change. Click the **No** toggle button to update the response to **Yes** for the acknowledgement. Click **Submit** to complete the process.

## Grade Change Results

Upon submission, a confirmation message displays and provides the name of the next approver reviewing the form. Additionally, the approval route may be viewed to obtain all approvers needed to review the request.

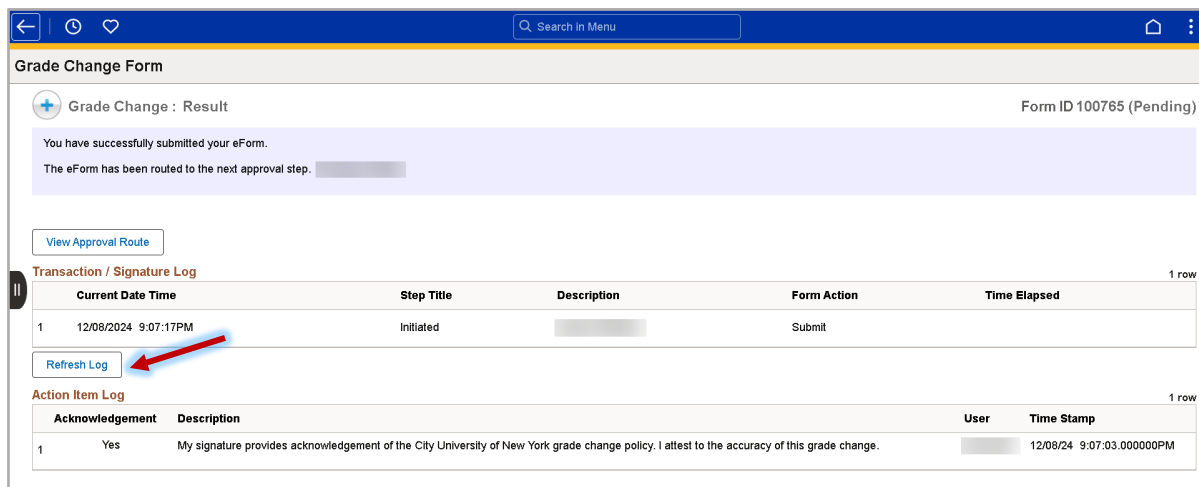


Click the **View Approval Route** button. A pop-up window displays the approvers for the process. Click **Done** to exit the window.



## Submission Logs

A **Transaction/Signature** and **Action Item Log** displays a summary of the grade change request. The **Transaction Log** includes the date and time of the request, and the status of the request. This log provides real-time updates for the grade change request and may be updated by selecting the **Refresh Log** button. The **Action Item Log** displays the acknowledgment response, requester details, and time stamp of the request.





## Notifications

For each step in the process, a notification is sent to all stakeholders involved in the action. Upon submission of a grade change request, the requester, approver, and student are notified about the request by e-mail. **Note:** Notifications will be sent to the preferred e-mail address in CUNYfirst. Please verify your e-mail to ensure the correct address is displayed. See Appendix A for instructions on how to review/update your preferred e-mail address.

## Requester & Student Notification

The requester and student will receive a confirmation e-mail of the grade change request. The do-not-reply e-mail contains the following language.

Grade Change Request has been SUBMITTED for [REDACTED]

CUNY-DO-Not-Reply@cuny.edu  
To: [REDACTED]

Retention Policy: 2 Days Empty CUNYFirstTesting Mailbox (2 days) Expires: 12/10/2024  
ⓘ This item will expire in 2 days. To keep this item longer apply a different Retention Policy.

Grade Change Request has been submitted for the following student. This request is routed for review and approval. You will receive email confirmation when the review has been completed.

- **Form Id:** 100765
- **Student CUNYfirst id:** 2 [REDACTED]
- **Student Name:** Ve [REDACTED]
- **Graduation Status:** N/A
- **Institution:** Baruch College
- **Term:** 2023 Fall Term
- **Class:** LIB 30 [REDACTED]
- **Instructor:** Je [REDACTED]

Grade change request is from **B to A-** (Excellent)

Grade Change Reason: Miscalculation

Correction a calculation error

- Submitted by: J [REDACTED]
- Submission Date: 2024-12- [REDACTED]

## Approver Notification

The approver receives an e-mail containing a link that directs them to the CUNYfirst approval page. **Note:** Log-in is required to access the approval page.

Decision Pending for Grade Change Request for [REDACTED]

CUNY-DO-Not-Reply@cuny.edu  
To: [REDACTED]

Retention Policy: 2 Days Empty CUNYFirstTesting Mailbox (2 days) Expires: 12/10/2024  
ⓘ This item will expire in 2 days. To keep this item longer apply a different Retention Policy.

Your decision is required on a pending Grade Change Request. Please follow the link below to review the request and submit a decision. Please note that your decision is required within 3 business days from the date of this email.

- **Form Id:** 100765
- **Student CUNYfirst id:** 2 [REDACTED]
- **Student Name:** V [REDACTED]
- **Graduation Status:** N/A
- **Institution:** Baruch College
- **Term:** 2023 Fall Term
- **Class:** LIB 30 [REDACTED]
- **Instructor:** J [REDACTED]

Grade change request is from **B to A-** (Excellent)

Grade Change Reason: Miscalculation

Correction a calculation error

- Submitted by: J [REDACTED]
- Submission Date: 2024-12- [REDACTED]

Link to Evaluate: [Click Here](#)

Prior Approver(s): N/A

Please contact your campus registrar's office if you believe that you are not the appropriate approver for this request.

## WN Reversal Process

The WN reversal process follows a similar workflow to the grade change process. It involves the submission of a WN reversal form, approval by department chairs, deans, and registrars, and e-mail notifications at each stage. The process ensures that WN reversals are handled efficiently and transparently.

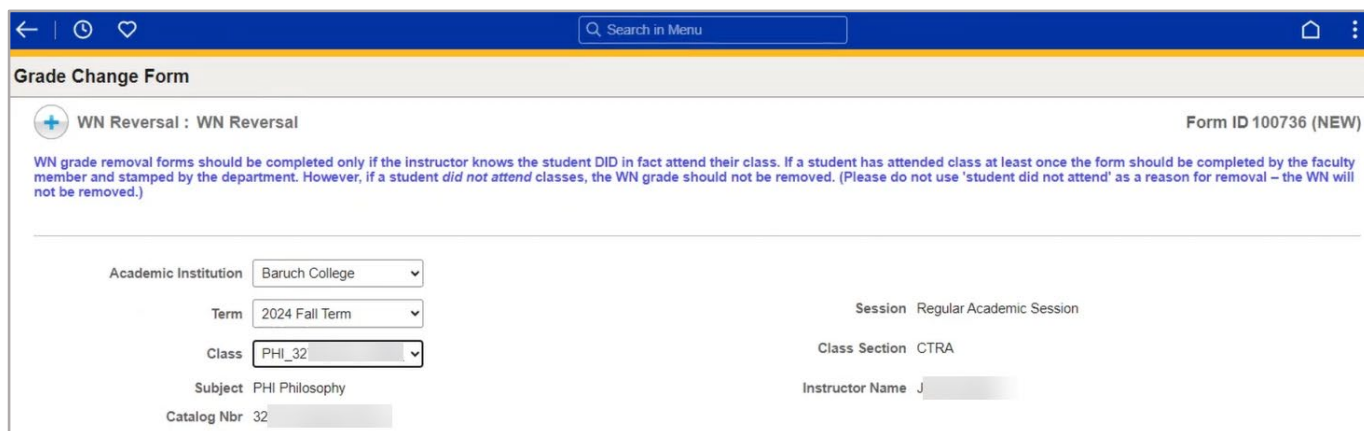
The WN reversal process is available for the current term after the Form A date and prior to the end of the term. For example, in the fall 2024 term, the WN reversal period begins 9/18/2024 (after the drop/add period and ends on 12/15/2024 (before the end of the term). Your registrar will communicate milestones dates associated to each term for this process.

To submit a WN reversal request, select the **Request WN Reversal** option. The form requires the following information:

- **Course & Student Information:** Course details and student ID.
- **Reason for WN Reversal:** A detailed explanation of the reason for the WN reversal.
- **Acknowledgement:** Complete the attestation.

### Request WN Reversal Form

1. Select the institution where the class is taught.
2. Select the current term. **Note:** A WN reversal request may only be submitted for the current term.
3. Select the class. Once a class is selected, the associated subject details display for the class. **Note:** The following message displays when no student has a WN grade for the class “This class has no students with WN grade posted on their records.”



The screenshot shows a web browser window with a blue header bar containing navigation icons and a search box labeled "Search in Menu". Below the header is a yellow bar with the text "Grade Change Form". The main content area has a light gray background and contains the following information:

- A blue plus icon followed by the text "WN Reversal : WN Reversal" and "Form ID 100736 (NEW)" on the right.
- A blue note: "WN grade removal forms should be completed only if the instructor knows the student DID in fact attend their class. If a student has attended class at least once the form should be completed by the faculty member and stamped by the department. However, if a student *did not attend* classes, the WN grade should not be removed. (Please do not use 'student did not attend' as a reason for removal – the WN will not be removed.)"
- Form fields:
  - Academic Institution: Baruch College (dropdown)
  - Term: 2024 Fall Term (dropdown)
  - Class: PHI\_32 (dropdown)
  - Subject: PHI Philosophy
  - Catalog Nbr: 32 (text input)
  - Session: Regular Academic Session
  - Class Section: CTRA
  - Instructor Name: J [redacted]

## Student Information

In the **Student ID** field, click the magnifying glass to display the class roster of students assigned a WN grade. Select a row from the roster to populate the **Student ID** field.

Select the reason for the WN reversal. The available reasons include:

- Clerical error
- Other (a brief description is required)
- Section Enrollment Error

Cancel
Lookup

Search for: Student Id

▼ Search Results

📄
☰

3 rows

Empl ID	Name	Student Enrollment Status	Enrollment Status Reason	Last Enrollment Action	Official Grade
24	[REDACTED]	Enrolled	Enrolled	A	WN
24	[REDACTED]	Enrolled	Enrolled	A	WN
24	[REDACTED]	Enrolled	Enrolled	A	WN

A brief description must be entered for every WN reversal request, including the rationale for the request.

← | 🕒 | ❤️
🔍 Search in Menu
🏠 | ⋮

### Grade Change Form

**Student Information**

Student Id  🔍

\*Reason  ▼

\*Brief Description

The requester must acknowledge the request for the removal of the WN grade. Click the **No** toggle button to update the response to **Yes** for the attestation. Click **Submit** to complete the process.

### WN Reversal Results

Upon submission, a confirmation message displays and provides the name of the next approver reviewing the form. Additionally, the approval route may be viewed to obtain all approvers needed to review the request.

Click the **View Approval Route** button. A pop-up window displays the approvers for the process. Click **Done** to exit the window.

## Submission Logs

A **Transaction/Signature** and **Action Item Log** displays a summary of the WN reversal request. The **Transaction Log** includes the date and time of the request, and the status of the request. This log provides real-time updates for the request and may be updated by selecting the **Refresh Log** button. The **Action Item Log** displays the acknowledgment response, requester details, and time stamp of the request.

**Grade Change Form**

**WN Reversal : Result** Form ID 100736 (Pending)

You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.

[View Approval Route](#)

**Transaction / Signature Log** 1 row

	Current Date Time	Step Title	Description	Form Action	Time Elapsed
1	11/22/2024 10:18:57AM	Initiated		Submit	

[Refresh Log](#)

**Action Item Log** 1 row

	Acknowledgement	Description	User	Time Stamp
1	Yes	Completion of this form allows for the removal of the "WN" grade inadvertently posted on the above student's record. Certification of Attendance information will be updated accordingly.		11/22/24 10:18:53.000000AM

## Notifications

For each step in the process, a notification is sent to all stakeholders involved in the request. Upon submission of a WN reversal request, the requester, approver, and student are notified about the request by e-mail. **Note:** Notifications will be sent to the preferred e-mail address in CUNYfirst. Please verify your e-mail to ensure the correct address is displayed. See Appendix A for instructions on how to review your preferred e-mail address.

## Requester & Student Notification

The requester and student will receive a confirmation e-mail of the WN reversal request. The do-not-reply e-mail contains the following language.

WN Reversal Request has been SUBMITTED for [REDACTED]

CUNY-DO-Not-Reply@cuny.edu  
To [REDACTED]

Retention Policy 2 Days Empty CUNYFirstTesting Mailbox (2 days) Expires 12/11/2024  
 ⓘ This item will expire in 1 days. To keep this item longer apply a different Retention Policy.

WN grade reversal request has been submitted for the following student. This request is routed for review and approval.  
 You will receive email confirmation when the review has been completed.

- **Form Id:** 100773
- **Student CUNYfirst id:** [REDACTED]
- **Student Name:** [REDACTED]
- **Institution:** Baruch College
- **Term:** 2024 Fall Term
- **Class:** CIS 3270 Computer Ethics CTRA (26153)
- **Instructor:** [REDACTED]

WN grade reversal Reason: Section Enrollment Error

Sat in another section

- Submitted by: [REDACTED]
- Submission Date: 2024-12-09

## Approver Notification

The approver receives an e-mail containing a link that directs them to the CUNYfirst approval page. **Note:** Log-in is required to access the approval page.

Decision Pending for WN Reversal Request for

CUNY-DO-Not-Reply@cuny.edu

Retention Policy 2 Days Empty CUNYFirstTesting Mailbox (2 days) Expires 12/12/2024  
 ⓘ This item will expire in 1 days. To keep this item longer apply a different Retention Policy.

Your decision is required on a pending WN Reversal Request. Please follow the link below to review the request and submit a decision.  
 Please note that your decision is required within 3 business days from the date of this email.

- **Form Id:** 100011
- **Student CUNYfirst id:** [REDACTED]
- **Student Name:** [REDACTED]
- **Institution:** Baruch College
- **Term:** 2024 Fall Term
- **Class:** CIS 3270 Computer Ethics CTRA (26153)
- **Instructor:** [REDACTED]

WN Grade Reversal Reason: Clerical Error

test after submit\_dt

- Submitted by: [REDACTED]
- Submission Date: 2024-12-10

Link To Evaluate: [Click Here](#)

Please contact your campus registrar's office if you believe that you are not the appropriate approver for this request.

## Update Existing Request

The **Update Existing Request** functionality provides for reviewing grade change and WN reversal requests that require additional information for approval. Items under review by an approver display with the **Recycled** form status. To begin, select the **Update Existing Request** option.

Click on the **Search** button to quickly return the results of all requests in the recycled status. Utilize the search parameters to narrow down the results. You can filter the results by various criteria such as student ID, first name, or last name. Using more specific criteria will yield fewer and more relevant results.

## Viewing Results

After searching, a list of requests that match the search criteria displays. The results will include details such as the request type, status of the request, institution, and student's name.

Form ID	Form Type	Form Status	Institution	Term	Student Id	Student Name	Graduation Status	Instructor Name	Original Date	Submission By
1	100552	CU_E1454	Recycled	Baruch College	2024 Spring Term		Needs to Finish Pending Work		2024-10-31	
2	100429	CU_E1454	Recycled	Baruch College	2023 Fall Term		(blank)		2024-10-17	

The **Search Results** table displays the following:

Field Name	Description
Form ID	The identification number of the form. This number is auto generated.
Form Type	Displays the form name code indicating the type of submission. <ul style="list-style-type: none"> <li>• Grade Change (<b>CU_E1454</b>)</li> <li>• WN Reversal (<b>CU_E1454W</b>)</li> </ul>
Form Status	<ul style="list-style-type: none"> <li>• <b>Recycled</b> - the request was sent back for additional information. The requestor may resubmit the request.</li> </ul>
Institution	Campus
Term	Term the class was taught
Student ID/Student Name	Empl ID and Student Name
Graduation Status	Student's graduation status
Instructor Name	Name of instructor
Original date	Date of request submission
Submission By	Name of the requester

To review the details of a specific request, select a result from the list. The top of the page is read-only. The **Change Grade** section is modifiable, allowing additional information to be provided about the request. Additionally, comments may be entered to support the request. Click the **Resubmit** to button complete the process.

**Grade Change Form**

**Student Information**

Student Id

Graduation Status Needs to Finish Pending Work

Graduation Term 2024 Summer Term

**Change Grade**

Current Grade C+

Grade Input   Good

Reason

\*Brief Description

Comments



## Viewing Previous Submissions

The **View Previous Submission** functionality allows faculty members to search for and retrieve all submitted grade change and WN reversal requests. To begin, select the **View Previous Submission** option.

Click on the **Search** button to quickly return the results of all requests submitted by you or on your behalf. Utilize the search parameters to narrow down the results. You can filter the results by various criteria such as student ID, first name, or last name. Using more specific criteria will yield fewer and more relevant results.

Grade Change Form

- Grade Change
- Request Grade Change
- Request WN Reversal
- Update Existing Request
- View Previous Submissions**

Search by:

- Form ID: Begins With [ ]
- Form Type: Begins With [ ]
- Form Status: Begins With [ ]
- Student ID: Begins With [ ]
- Instructor ID: Begins With [ ]
- Academic Institution: Begins With [ ]
- Term: Begins With [ ]

Buttons: Search, Clear, Save Search

## Viewing Results

After searching, a list of grade change and WN reversal requests that match the search criteria displays. The results will include details such as the request type, status of the request, institution, and student's name.

Form ID	Form Type	Form Status	Institution	Term	Student Id	Student Name	Graduation Status	Instructor Name	Original Date	Submission By
1	100765	CU_E1454	Pending	Baruch College	2023 Fall Term		(blank)		2024-12-08	
2	100187	CU_E1454	Withdrawn	Baruch College	2023 Fall Term		(blank)		2024-09-12	
3	100179	CU_E1454	Executed	Baruch College	2023 Fall Term		(blank)		2024-09-12	

3 rows

The **Search Results** table displays the following:

Field Name	Description
Form ID	The identification number of the form. This number is auto generated.
Form Type	Displays the form name code indicating the type of submission. <ul style="list-style-type: none"> <li>• Grade Change (<b>CU_E1454</b>)</li> <li>• WN Reversal (<b>CU_E1454W</b>)</li> </ul>
Form Status	<ul style="list-style-type: none"> <li>• <b>Pending</b> - the form is submitted and proceeds through the workflow.</li> <li>• <b>Withdrawn</b> - the requester withdrew the request.</li> <li>• <b>Recycled</b> - the request was sent back for additional information. The requestor may resubmit the request.</li> <li>• <b>In Error</b> – a technical/system issue has occurred with executing the request in generating an error to be review by administrators.</li> <li>• <b>Executed</b> – the request has been approved and the changes have been updated to CUNYfirst.</li> <li>• <b>Authorized</b> – the final approver has been approved the request.</li> <li>• <b>Denied</b> – the request has been denied. To resubmit a denied request</li> </ul> <p><b>Note:</b> The on hold, saved and signed statuses are not in use for this process.</p>
Institution	Campus
Term	Term the class was taught
Student ID/Student Name	Empl ID and Student Name
Graduation Status	Student's graduation status
Instructor Name	Name of instructor
Original date	Date of request submission
Submission By	Name of the requester

To review the details of a specific request, select a result from the list. The page is read-only.

**Note:** Requests with a **Pending** status, may be withdrawn by the submitter.

**Grade Change Form**

Previous Submissions : Grade Change Form ID 100765 (Pending)

---

**Class Information**

Academic Institution	Baruch College	Session	Regular Academic Session
Term	2023 Fall Term	Instructor	[Redacted]
Class Information	LIB [Redacted]	Submission By	[Redacted]
Subject	LIB Library	Submission Date	12/09/2024
Catalog Nbr	3030 Archv.Doc & Hddn His		
Class Section	CMWA		
Class Number	35997		

---

**Student Information**

Student Id 2 [Redacted]

---

**Change Grade**

Current Grade B  
 Grade Input A- Excellent  
 Reason Miscalculation

Brief Description

---

Comments

To quickly resubmit a request with a **Denied** status, click the **Clone** button. The request is unlocked and contains editable fields. Add additional information and click the **Resubmit** to complete the process.

**Grade Change Form**

Previous Submissions : Grade Change Form ID 100725 (Denied)

---

**Class Information**

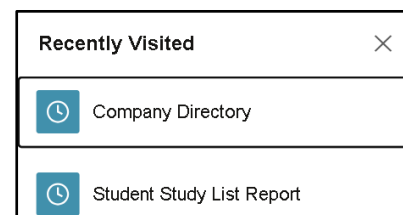
Academic Institution	Baruch College	Session	Regular Academic Session
Term	2024 Spring Term	Instructor	J [Redacted]
Class Information	CIS_3270_LEC_CTRA_ [Redacted]	Submission By	J [Redacted]
Subject	CIS Computer Information Systems	Submission Date	11/21/2024
Catalog Nbr	3270 [Redacted]		
Class Section	CTRA		
Class Number	15 [Redacted]		

## Navigating the CUNYfirst Homepage

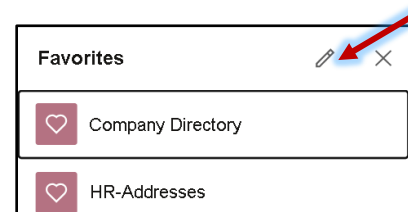
The banner at the top of the screen, referred to as the **Quick Access** toolbar, contains essential elements used for system navigation. The toolbar now includes the **Recently Visited** and **Favorites** icons and **Open** search field. These additions enhance the user's experience and make navigation more convenient. The icon menu contains four icons located in the top right corner of the bar: Home, Notifications, Actions List and NavBar.



The **Recently Visited** icon provides quick access to the last ten component pages visited. This icon displays in two places, on the **Quick Access** toolbar and within the **NavBar**. Once selected, use the link to navigate to a component page.

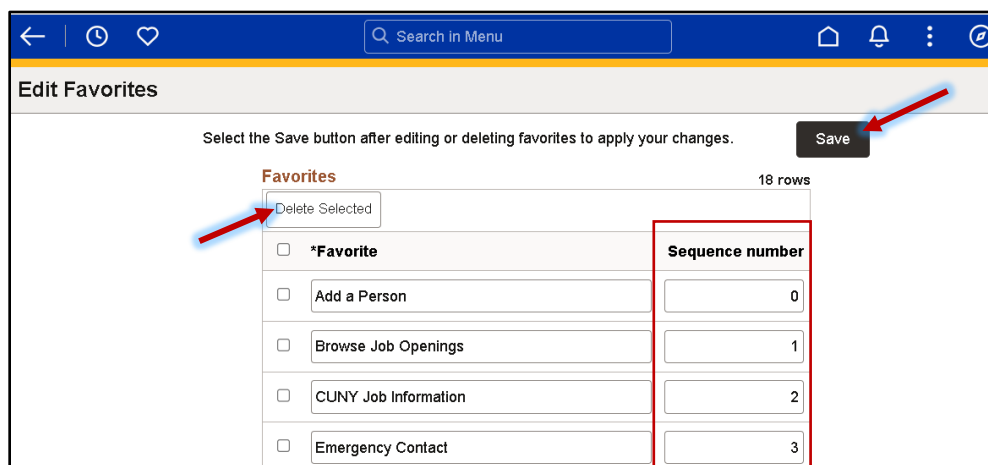


The **Favorites** icon displays all component pages added to your favorites. Additionally, you can manage and customize your favorites by selecting the **Pencil** icon.



### Edit Favorites

Use the **Edit Favorites** option located on the **Quick Access** toolbar or within the **NavBar** to manage the favorites list and display. By default, favorites display in alphabetical order. The **Edit Favorites** page provides for deleting a favorite by selecting the checkbox beside the favorite name and clicking the **Delete Selected** button. Additionally, use the **Sequence Number** field to reorder the list of favorites. Click the **Save** button to complete the process.

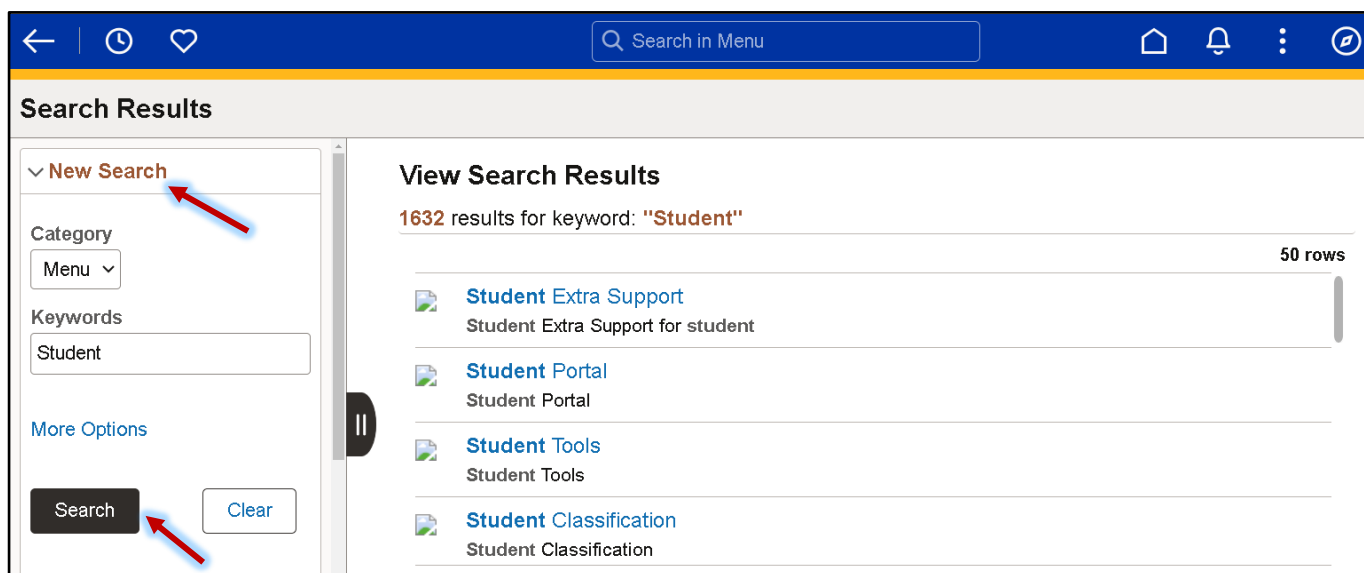


## Search

The **Open Search** option allows you to search the entire system for keywords related to a function or task. Results display as soon as you begin typing and refine as additional search information is entered.



The search results are displayed in a two-panel window. To modify the search, expand the arrow next to **New Search** and the search window displays without navigating back to the prior page.



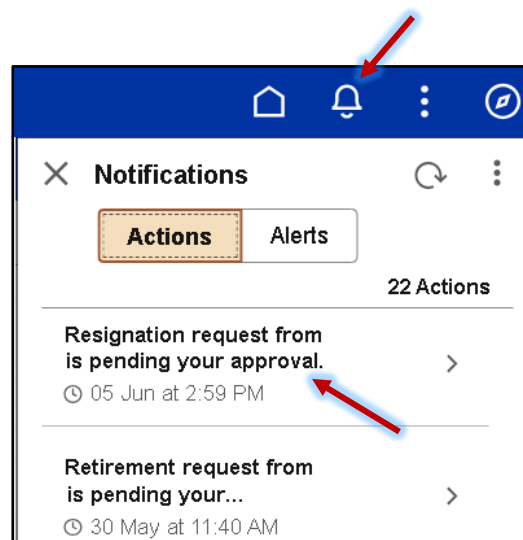
## Home



The **Home** icon navigates to the default homepage (e.g., CUNYfirst Home), no matter where you are in the system.

## Notifications

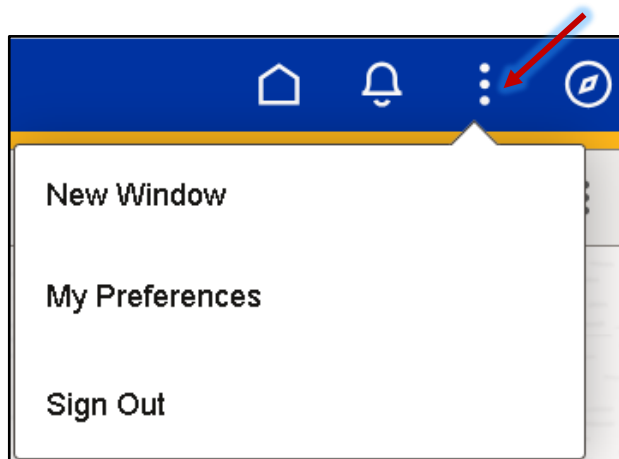
The **Notifications** icon displays a number count on the bell icon in the banner which notifies the user of any new actions or alerts. Unread actions or alerts are bolded. Notifications include the date/time of the transaction and a link to navigate directly to the item that needs attention. Notifications primarily provide information regarding human resources and finance transactions.



## Actions List

Use the **Actions List** to perform certain actions while on the homepage, such as opening a new CUNYfirst window or changing your preferences, and additional actions when on a transaction page within CUNYfirst, such as adding the transaction page to Favorites.

You can sign out of CUNYfirst at any time by going to the **Actions List** icon and clicking **Sign Out**.



## New Window

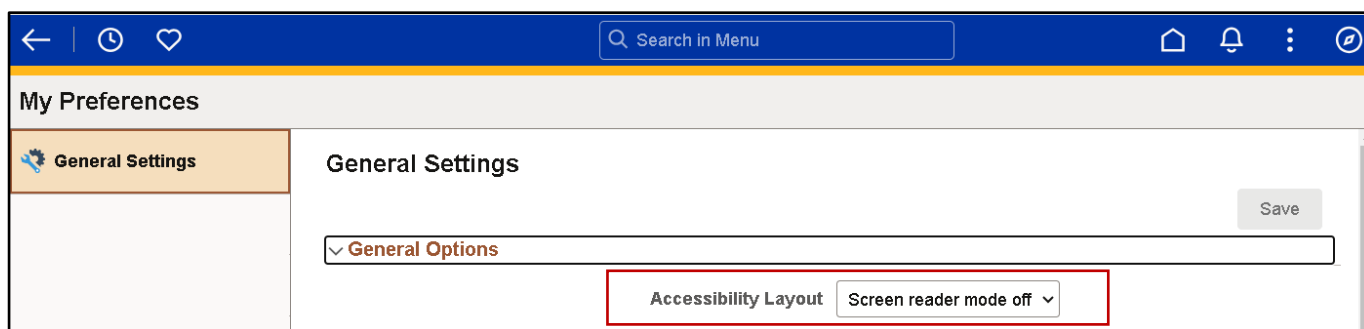
Clicking the **New Window** option opens a new browser window and displays the search page for the current page. Now, you can seamlessly navigate anywhere in CUNYfirst without disrupting the original page on which you were working.

## My Preferences

The **My Preferences** page contains accessibility settings within CUNYfirst.

## Enable Screen Reader Mode

To enable the screen reader option, select the drop-down arrow for the **Accessibility Layout** field and select the **Screen Reader Mode On** option. Click the **Save** button to proceed.



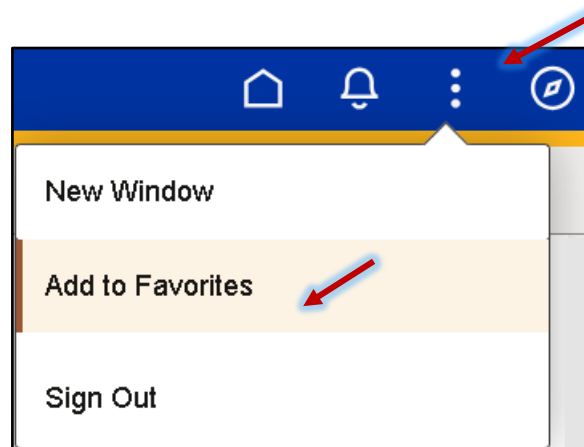
## Add to Favorites

Component pages may be saved as favorites for quick access to frequently used pages. To begin, navigate to the component page you would like to save as a favorite. Click the **Actions** icon and select the **Add to Favorites** option.

Enter the **Favorite Label** description.

**Note:** The Favorite Label description should contain the pillar abbreviation (e.g., CS, HCM, FS) prior to the component name to prevent saving component pages with the same name.

Click **Add** to save your changes.



Add To Favorites
×

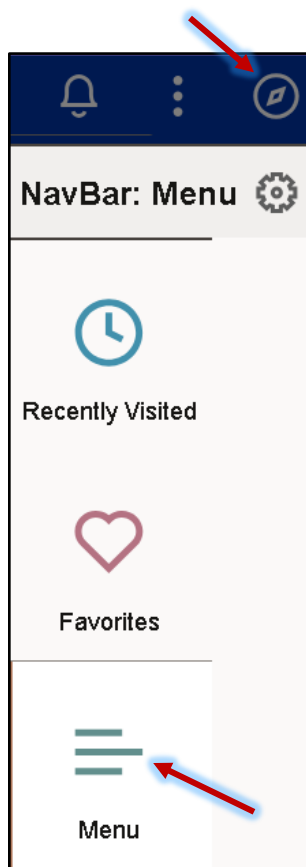
**\*Favorite Label**

CS Add/Update a Person

Add

Click the **OK** button to acknowledge the confirmation window.

## NavBar

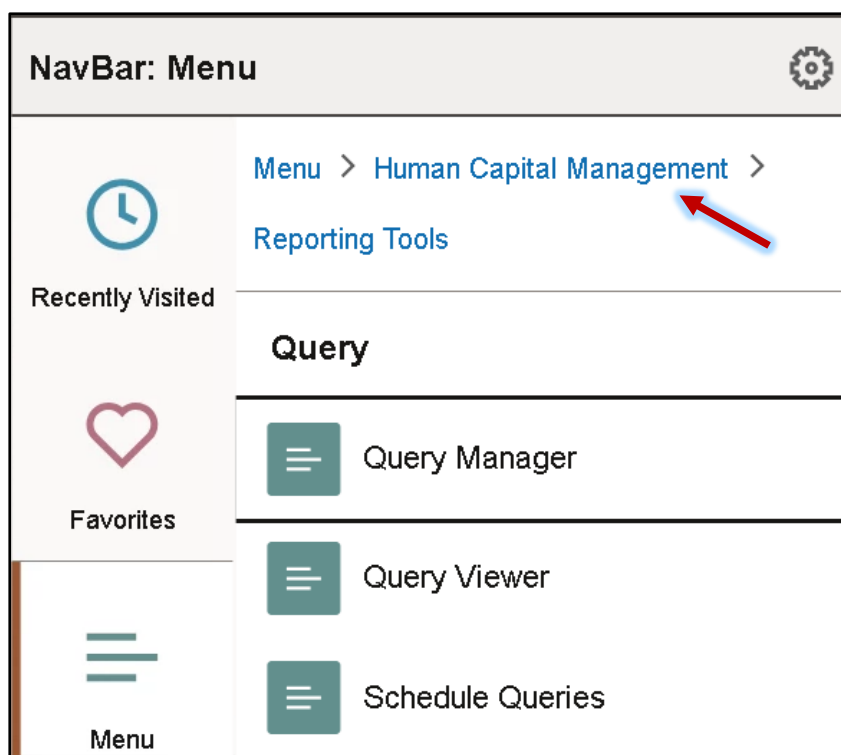


The **NavBar** provides for accessing all component pages within CUNYfirst. It contains several default tiles, as well as the **Personalize NavBar** icon that allows you to personalize the tiles that appear within your NavBar in addition to the default tiles.

The default tiles include:

- **Recent Visited** – This icon provides quick access to the last ten pages visited.
- **Favorites** – This icon displays all CUNYfirst pages added to your favorites. Additionally, you can manage and customize the order of favorite pages, as well as delete favorites by clicking the **Edit Favorites** option.
- **Menu** – provides access to classic navigation to component pages for which the user has security access. Selecting an option displays **Breadcrumbs** which provides for navigating to the next or previous item.

**Note: The NavBar options listed within the Menu provide identical access and are equivalent to your current security in CUNYfirst.**





## Appendix A: Review of Personal Details in Employee Self Service

All employees may access personal information (e.g., biographical, contact and training information) using the **Employee Self-service** component in CUNYfirst.

Navigation: **Employees Self-service > Personal Details > Contacts**

To verify or update your preferred e-mail, navigate to the Contacts page. Locate the e-mail section and review the existing information. Select the **Plus Sign (+)** to add a new e-mail.

Number	Extension	Type	Preferred
[Redacted]		Business	>
[Redacted]		Home	✓ >

Email Address	Type	Preferred
[Redacted]@cuny.edu	Business	✓ >
[Redacted].com	Home	>

### Add an E-mail Address

1. Select the e-mail type from the drop-down menu.
2. Click the checkbox to select this e-mail as your preferred e-mail address. **Note:** All CUNYfirst communications will be sent to the preferred elected e-mail address.
3. Enter the e-mail address.
4. Click **Save** to complete the process.

Cancel

### Email Address

Save

*\* Indicates required field*

**\*Email Type**

**Preferred**

**Email Address**