

CUNYFirst How to Access Your Schedule

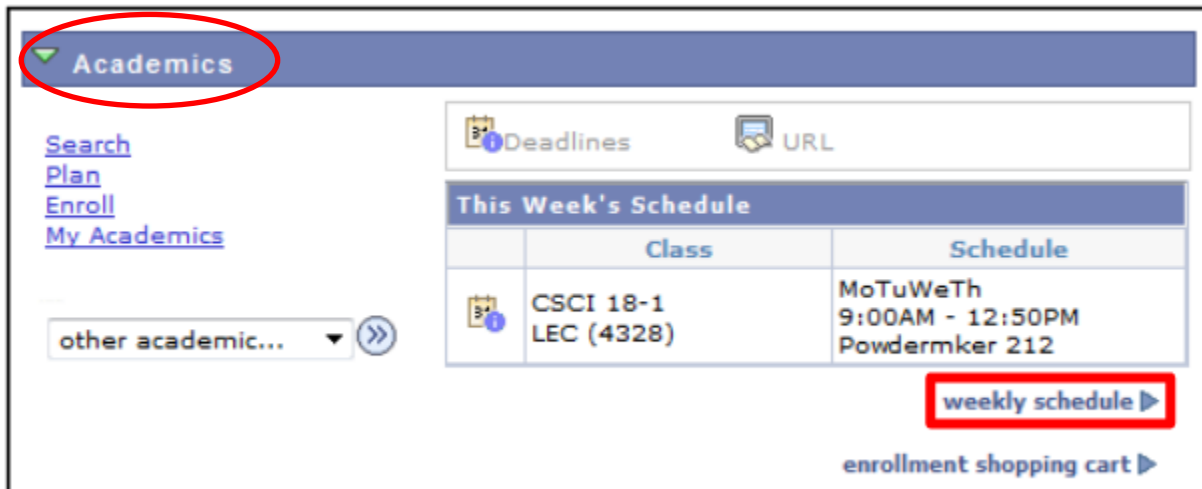
LOG ON: Enter <https://home.cunyfirst.cuny.edu/> into your browser

STEP 1:

- Select **SELF SERVICE** → **STUDENT CENTER**

STEP 2:

- In the *Academics* section, select **WEEKLY SCHEDULE**



The screenshot shows the CUNYFirst Academics page. The 'Academics' menu is highlighted with a red circle. Below it, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. A search box contains 'other academic...'. To the right, there are 'Deadlines' and 'URL' sections. The 'This Week's Schedule' table is shown below:

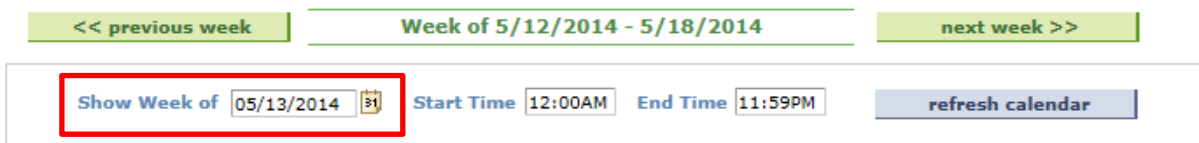
	Class	Schedule
	CSCI 18-1 LEC (4328)	MoTuWeTh 9:00AM - 12:50PM Powdermker 212

Below the table, there is a 'weekly schedule' button highlighted in red, and an 'enrollment shopping cart' link.

STEP 3:

- In "**Show Week of**" select the calendar button or enter the first day of classes

TIP: Be sure that you enter the *Start Time* as 8:00am and *End Time* as 9:45pm to align with John Jay class periods and refresh calendar.



The screenshot shows the 'Show Week of' interface. The date '05/13/2014' is highlighted in red. The interface includes navigation buttons for '<< previous week' and 'next week >>', and a 'refresh calendar' button.

STEP 4:

- At the bottom right of schedule, Select the "**Printer Friendly Page**" link to print