

1.	Navigate to CUNYfirst at: https://home.cunyfirst.cuny.edu
2.	Log in with your Username and Password .
3.	<p>Select the Campus Solutions link on the left-side menu.</p> 
4.	<p>Select the Self Service arrow on the drop down menu.</p> 
5.	<p>Click the Advisor Center arrow on the drop down menu.</p> 

6. Click the **Advisee General Info** link on the drop down menu.



7. Enter the appropriate information in the appropriate field box. (i.e. type EMPLID in the ID box). Then, click on the **Search** link. ****Please be aware that if you type in a name, multiple students may appear under the search results; make sure you select the correct student.**

The screenshot shows the CUNYfirst logo and a 'Menu' on the left. The main content area is titled 'Personal Information' and contains a search form. The form includes a search bar, a 'Find an Existing Value' button, and several input fields: 'ID', 'Campus ID', 'National ID', 'Last Name', and 'First Name'. Each field has a dropdown menu set to 'begins with' and a search icon. There is also a checkbox for 'Case Sensitive' and a 'Maximum number of rows to return (up to 300):' field set to '300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

8. Under the Details field column, click on the service indicator link. (In this scenario, you would click on the **Advisement Required** link.

Advisor Center Search

my advisees | student center | general info | transfer credit | academics

Advisee General Info

Service Indicators **Initiated Checklists**

Student Groups **Personal Data**

National ID **Names**

Addresses **Phones**

Email Addresses

Service Indicators

★ Positive ☹ Negative

Type	Details	Start Term	End Term	Start Date	End Date	Department
☹	Advisement Required	2013 Spring Term		03/14/2013		Registrar

9. Click the **Release** link.

Edit Service Indicator

*Institution: BMC01 Borough of Manhattan CC

*Service Indicator Code: ADV Advisement Required

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Description: Please visit the Academic Advisement & Transfer Center (S 746) to speak to an Advisor.

Effect: Negative

Effective Period

Start Term: 1132 2013 SP End Term:

Start Date: 03/14/2013 End Date:

Assignment Details

*Department: 80268 Registrar

Reference:

Amount: 0.000 Currency: USD

Contact Information

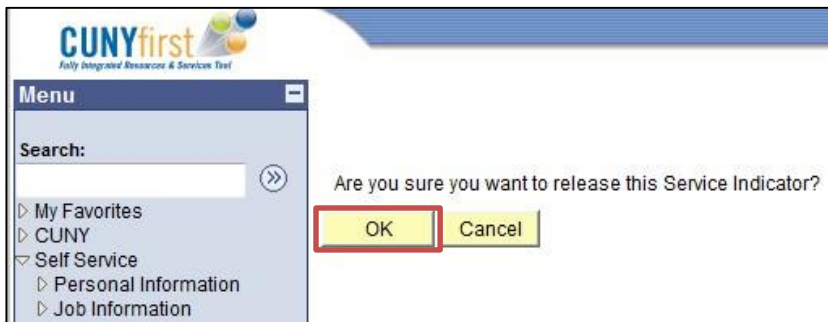
Contact ID: Contact Person:

Placed Person ID: Placed By:

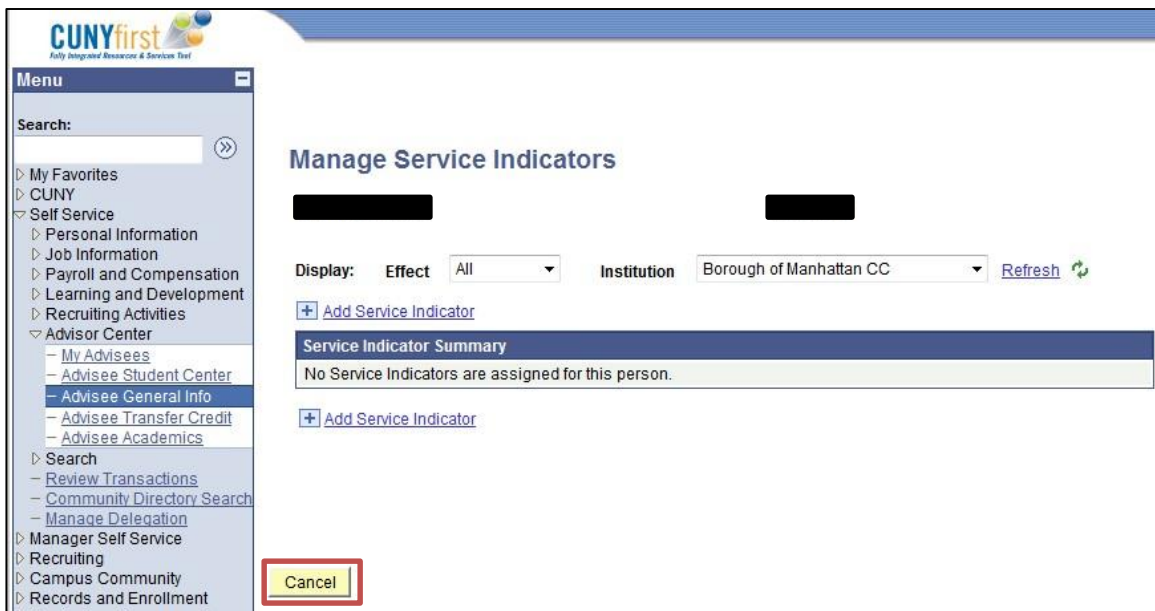
Placed Method: Manual

Placed Process: Release Process:

10. Click **Ok**.



11. If done correctly, you will automatically return to the Manage Service Indicators page where you will no longer see the indicator you released. To return to the student profile, click the **Cancel** link.



12. To search for another student, scroll to the bottom of the page and click the **Return to Search** link. Repeat steps 7 – 12 as necessary.

