



~~10~~ EASY STEPS TO...

View a Minimum Student Record

1. Log in
2. Select "HR/Campus Solutions"
3. Select "CUNY Student Summary View"
4. Select "Student Summary View"
5. Search for Student
 - a. Enter Last Name
 - b. Enter First Name
 - c. Enter CUNYfirst ID, if known
6. Select "Search"
7. Select the correct student