# Activate a Student in a Student Group

The Student Groups functionality permits grouping of students based upon a common criteria (i.e., students with disabilities, honor students, College Now students).

Students may belong to more than one student group at their primary campus.

Students may also belong to the same or different student groups at other CUNY campuses.

Correct placement in a student group is essential as many key processes are run on the basis of a student group, such as, assigning enrollment appointments and calculating tuition.

Note: Parts of images may be obscured for security reasons.

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<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee General Info](#). |
| 3.   | **Personal Information**  
  Enter any information you have and click Search. Leave fields blank for a list of all values.  
  Maximum number of rows to return (up to 300): [300](#)  
  ID:  
  Campus ID:  
  National ID:  
  Last Name:  
  First Name:  
  Case Sensitive  
  [Search]  
  [Clear]  
  [Basic Search]  
  [Save Search Criteria]  
  On the **Personal Information** page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name. |
| 4.   | Click the Search button. |
If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.

On the Advisee General Info page, select the edit student groups button.
7. If a student is active in any student group, then these student groups display on this Student Groups page. In this case, click the add a new row button in the Academic Institution/Student Group (top) pane.

*Note: If the student does not have pre-assigned Student Groups, there is no need to click the Add button as in this example.*

8. The Academic Institution in the top pane defaults to the Student’s primary institution.

Click the Student Group Look Up icon; and then click the correct Student Group or Description link.

*Note: The user will have access to specific student groups associated with their security set-up.*
9. Enter the **Effective Date** or click the **Choose a date** icon. 
On the calendar, click:
   a. the left dropdown box icon, and then click the correct month;
   b. the right dropdown box icon, and then click the correct year; and lastly
   c. the correct day of the month.

10. Click the **Status** dropdown box icon, and then select **Active**.

11. As needed, enter free-form text with explanatory notes in the **Comments** text box.

12. As needed, set an end date. Click the **add a new row** button next to right of the **Status section** in the lower pane to insert another row above the existing row/s.
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| **13.** | Use the **Effective Date** field to add a date in the future when the individual will no longer be in the group. Enter the **Effective Date** or click the ![Choose a date icon](image). On the calendar, click:  
  a. the left dropdown box icon, and then click the correct month;  
  b. the right dropdown box icon, and then click the correct year; and lastly  
  c. the correct day of the month.  
  
  **Note:** This is not a requirement. Only add an end date when it is relevant. |
| **14.** | Click the **Status** dropdown box icon, and then select **Inactive**. |
| **15.** | As needed, enter free-form text with explanatory notes in the **Comments** text box. |
| **16.** | ![OK, Cancel, Apply buttons](image)  
  Click the **OK** button.  
  **End of Procedure.** |