


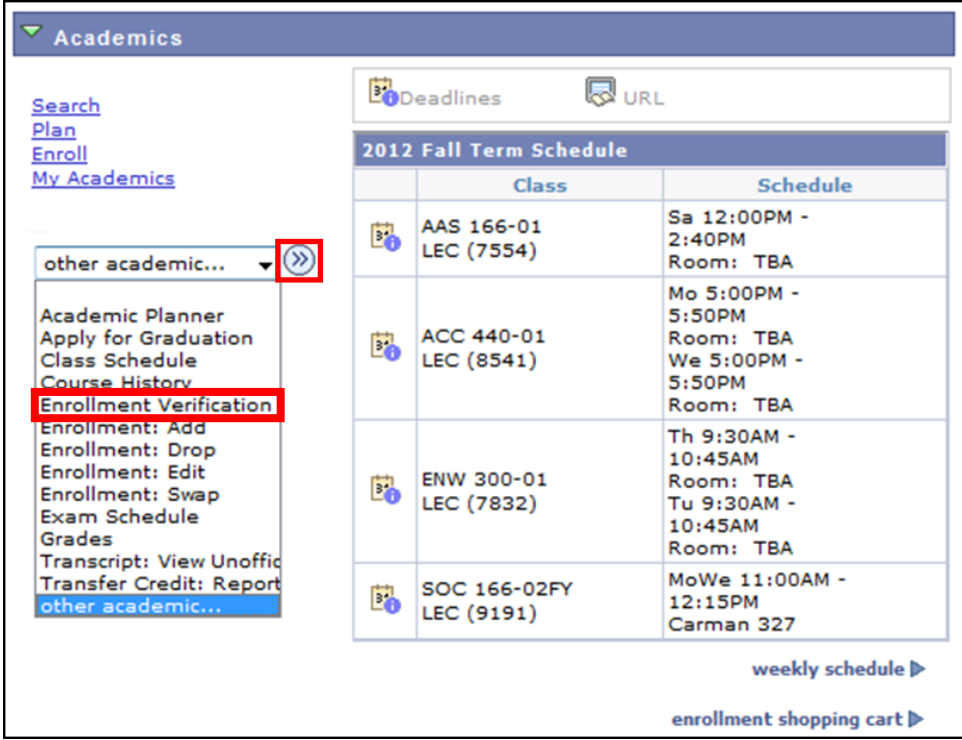


## Request Enrollment Verification





Self-service may be used to have a verification of your enrollment mailed to selected addresses.

**Note:** Prior to commencing this step sheet, turn your browser's pop-up blocker off.


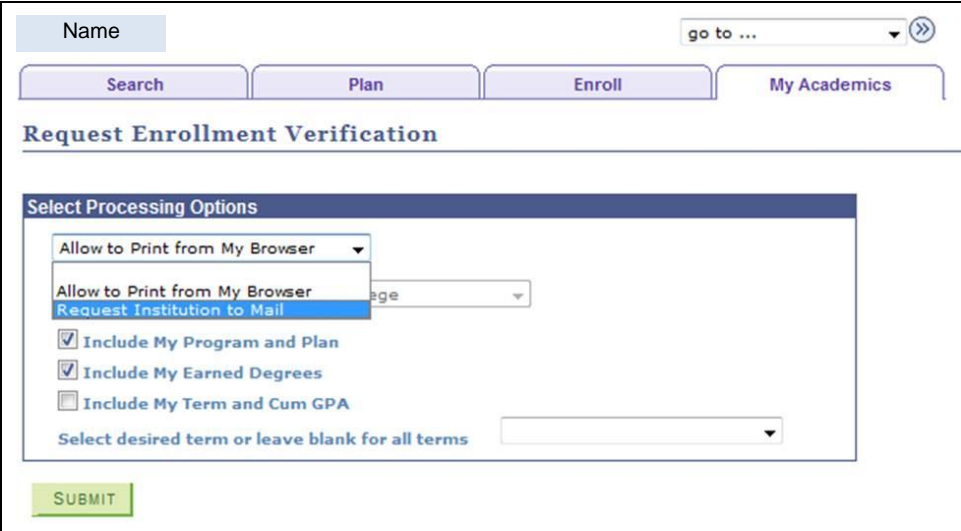

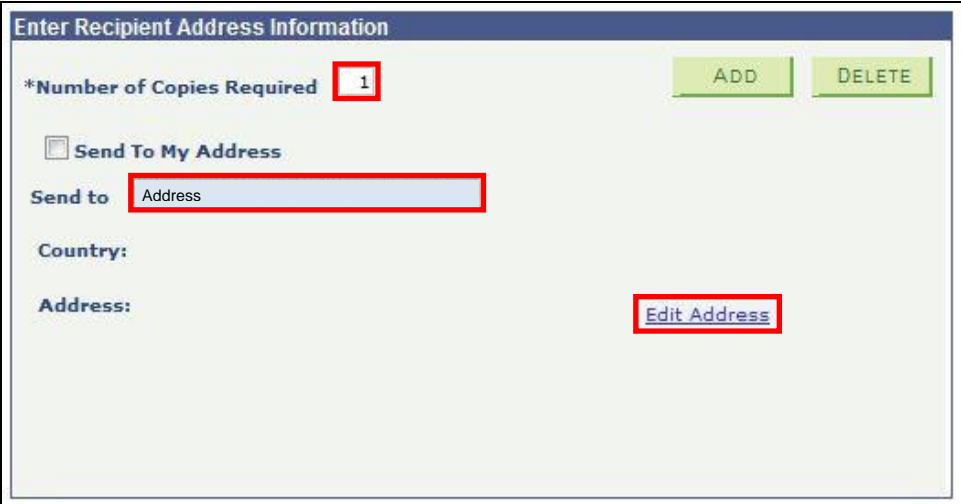
Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>Enter your Username and Password and click the  <b>Go</b> icon.</li> <li>From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b>Self Service &gt; Student Center</b> .
3.	In the <b>Academics</b> section from the  <b>other Academic</b> dropdown box, select <b>Enrollment Verification Schedule</b> and then click the  <b>Go</b> icon.




The screenshot shows the 'Academics' section of the CUNYfirst website. On the left, there is a navigation menu with links for Search, Plan, Enroll, and My Academics. Below these links is a dropdown menu currently displaying 'other academic...'. The 'Enrollment Verification' option in this dropdown is highlighted with a red box. To the right of the dropdown is a 'Go' button with a right-pointing arrow icon, also highlighted with a red box. The main content area displays the '2012 Fall Term Schedule' with a table of classes and their schedules.

2012 Fall Term Schedule		
	Class	Schedule
	AAS 166-01 LEC (7554)	Sa 12:00PM - 2:40PM Room: TBA
	ACC 440-01 LEC (8541)	Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA
	ENW 300-01 LEC (7832)	Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA
	SOC 166-02FY LEC (9191)	MoWe 11:00AM - 12:15PM Carman 327


At the bottom right of the schedule table, there are two links: 'weekly schedule ►' and 'enrollment shopping cart ►'.

4.	<p>On the <b>Request Enrollment Verification</b> page in the <b>Select Processing Options</b> section from the  dropdown box, select an option to either <b>Allow to Print from My Browser</b> or <b>Request Institution to Mail</b>.</p> 
5.	<p>Select the <input type="checkbox"/> checkboxes of the information you wish to include.</p>
6.	<p>When you do not want to include every item, then select a term from the  lower dropdown menu.</p>
7.	<p>The <b>Academic Institution</b> will default.</p>
8.	<p>If <b>Request Institution to Mail</b> is selected, the <b>Enter Recipient Address Information</b> section appears. If more than one copy is required, then overwrite the numeral 1 with the correct number in the <b>Number of Copies Required</b> field.</p> 
9.	<p>To send to another person or institution, in the <b>Send to</b> field, enter the name of the recipient.</p>
10.	<p>Click the <b>Edit Address</b> link.</p>

<p>11.</p>	<p>On the <b>Edit Address</b> page, enter the postal address and then click the <b>OK</b> button.</p> <div data-bbox="394 310 1352 695"> </div>
<p>12.</p>	<p>As needed, select the <b>Add</b> button to send an <b>Enrollment Verification</b> to additional recipients.</p> <div data-bbox="394 804 1352 1304"> </div>
<p>13.</p>	<p>Click the <b>Submit</b> button.</p>
<p>14.</p>	<p>The <b>Save Confirmation</b> page displays with the message <b>The Save was successful.</b></p> <div data-bbox="394 1423 1352 1892"> </div>

<p>15.</p>	<p>Alternatively, check the <input type="checkbox"/> <b>Send to My Address</b> checkbox.</p> <div data-bbox="397 323 1352 945"> </div>
<p>16.</p>	<p>From the  <b>Address Type</b> dropdown box, select from Billing, Home, and Mailing addresses.</p>
<p>17.</p>	<p>The <b>Verify Address</b> page displays. If needed, edit this address and then click the <b>OK</b> button.</p> <div data-bbox="397 1157 1352 1549"> </div>

<p>18.</p>	<p>Click the <b>Submit</b> button.</p> <div data-bbox="402 310 1349 930"> </div>
<p>19.</p>	<p>The <b>Save Confirmation</b> page displays with the message <b>The Save was successful.</b></p> <div data-bbox="402 1010 1349 1549"> </div>

<p>20.</p>	<p>If you selected the option of allowing the page to be printed from your browser, then the <b>Enrollment Verification</b> page pops up.</p> 
<p>21.</p>	<p>Click the <b>Printer Friendly Version</b> button and follow your browser's printing prompts.</p>
<p><b>End of Procedure.</b></p>	