View My Weekly Schedule

Students are able to use self-service to view their weekly class schedule for a term in either a calendar or list format. The calendar format reflects the academic calendar of your primary institution.

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

<table>
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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 > Student Center. |
| 3.   | In the Academics section click the weekly schedule link. |
4. 

Note: This view displays the Academic Calendar of your primary institution.

5. Select the previous week or next week buttons to go to those schedules.

6. Alternatively, select the Show Week of calendar icon and enter the week you wish to view.

7. As needed, enter the Start Time and End Time (format is 8:00AM or 6:00PM).

8. Click the refresh calendar button.

9. From the Display Options section:
   - Uncheck the Show AM/PM checkbox to change to a 24 hour time display (6:00PM becomes 18:00).
   - Check the Show class Title checkbox to display the course name.
   - Check the Show Instructors checkbox to display the assigned faculty.
   - Check the checkboxes of those days of the weeks you wish to display.

10. Click the refresh calendar button.

11. Select the Printer Friendly Page link and follow your browser’s prompts to print the schedule.

End of Procedure.