View and Contact My Advisor

Students are able to use Self Service to identify and contact their advisors. Within CUNYfirst, students may send a notification (email) to their advisor.

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<th>Step</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**. If applicable, in the Advisor section your Advisor/s name/s displays. Click the details link to notify your advisor. |
| 3.   | Select the Notify checkbox of each Advisor to contact.  
  Note: You may send a notification to one, any combination or all of your advisors at one time. |
| 4.   | Select the Notify Selected Advisors button. |
5. Enter the content of your correspondence in the **Message Text** box.

6. Click the **Send Notification** button.

7. The **Send Notification Result** page displays.

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**End of Procedure.**