How to make a pledge – Community Colleges

Pledging is easy, safe and secure!

First Step: Register

Got to the site: https://www.giveattheoffice.org/_cuny/
If you registered in a previous year, you can log in and pledge or select “I forgot my password” to reset it.

At the Home page Click “Yes” to register on the site.
You will need to refer to your paystub to register and make a pledge so have it handy.

Select your college from the list. Use the key word search to narrow the list.

Once you find your college click “click to expand” to select your JSN. (see next page, marked number 1)
Your JSN is marked number 1 below.

Complete the registration
Enter your first and last name as it appears on your paystub.
Enter your email address and create a user name and password.

You will receive a confirmation email once you click “register me”. Now you can login and make a pledge.

Next: Make Your Pledge

Enter both your NYC “REFERENCE #” and “CD” as they appear on your paystub (see number 2 above) with a dash between them (see example above).

Choose your pledge type and amount:

Final Step: Charity Selection and Allocation
Click on the plus sign next to the charity and the selection will expand. You can visit the charities’ websites to learn more about them or you can click “Add”. Keep choosing your charities until you are ready to allocate your gift. Proceed to the right panel and enter a dollar amount next to the charities you chose.

When you are finished, click “Enter Pledge”. You will receive an email acknowledgement of your pledge.