Advisors – Objectives (2 hours training)

• **Quick Intro to CUNYfirst (10 min)**
  - CUNYfirst stands for Fully Integrated Resources and Services Tool and for CUNY it means a massive upgrade in how we’ll do things in the future. New CUNYfirst processes in Student Administration, Human Resources and Finance will change how we do everything from registering for classes to paying our bills. CUNYfirst applications will replace aging legacy systems like SIMS and CUPS and help us streamline and standardize many of the things we do at our colleges.

• **Intro to ELM, UPKs and Knowledge database. (45 min)**
  - Step by step hands-on, how to use ELM, UPKs and Knowledge Database build in CUNYfirst Production Environment.
  - **Note:** If you’re using both environments simutniously, please do the following.
    - For CUNYfirst Production Environment use Firefox Browser
    - For CUNYfirst Training Environment use (Internet Explorer)

• **Security Access Form (5 min)**
  - Describe the screens you need based on your role.

• **Advisor Center (30 min)**
  - Student Center Tab
  - General Info Tab
  - Transfer Credits Tab
  - Academics Tab

• **Campus Community (15 min)**
  - Students Self Center
    - Admissions Tab
    - Finances Tab
    - Financial Aid Tab

• **Records and Enrollment (15 min)**
  - Career and Program Information
    - Student Program/Plan
  - Registration
    - Quick Enroll

Access CUNYfirst Share Point to find documentations for this Training.

[http://cunyfirst.laguardia.edu](http://cunyfirst.laguardia.edu)

**Advisor’s Training Materials on CUNYfirst SharePoint Site**

Campus Solutions Implementation / Build / Advisor Self Service