Academic Administrators – Objectives (2 hours training)

• Quick Intro to CUNYfirst (10 min)
  o 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)
  o 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 simultaneously, please do the following.
    For CUNYfirst Production Environment use Firefox Browser
    For CUNYfirst Training Environment use IE (Internet Explorer)

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

• Campus Community (20 min)
  o Students Self Center
    ▪ Student Center
    ▪ General Info
    ▪ Admissions
    ▪ Transfer Credits
    ▪ Academics
    ▪ Finances
    ▪ Financial Aid

• Records and Enrollment (20 min)
  o Student Term info
    ▪ Student Grades
    ▪ Term History
  o Career and Program Information
    ▪ Student Program/Plan
    ▪ Student Groups
  o Enrollment Summary
  o Graduation
    ▪ Student Degrees
    ▪ Honors and Awards

• Curriculum Management (10 min)
  o Schedule of Classes
  o Class Roster

• Faculty Service (10 min)
  o Enter my Textbooks

Access CUNYfirst Share Point to find documentations for this Training.
http://cunyfirst.laguardia.edu
Academic Administrators Training Materials on CUNYfirst SharePoint Site
Campus Solutions Implementation / Build / Academic Administrators