




## View To Do List

Checklists are outstanding administrative items that must be performed, or documents that must be provided, or communications that are planned to occur. Details include the institution, due date, and functional area of item.

Students with a Meningitis Acknowledgement item on their To Do List are not able to enroll in classes.

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

Step	Action																																																																																
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"><li>Enter your Username and Password and click the  <b>Go</b> icon.</li><li>From the <b>Enterprise Menu</b>, select <b>Self Service</b> and then select the <b>HR/Campus Solutions</b> link.</li></ul>																																																																																
2.	Navigate to: <b><u>Self Service &gt; Advisor Center &gt; Advisee Student Center.</u></b>																																																																																
3.	<div><div><div>Advisee's Student Center</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Find an Existing Value</div><div><div><div>ID:</div><div>begins with</div><div></div><div></div></div><div><div>Campus ID:</div><div>begins with</div><div></div></div><div><div>National ID:</div><div>begins with</div><div></div></div><div><div>Last Name:</div><div>begins with</div><div>Name</div></div><div><div>First Name:</div><div>begins with</div><div></div></div><div><input type="checkbox"/> Case Sensitive</div></div><div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div> Save Search Criteria</div></div></div></div></div><div>On the <b>Advisee's Student Center</b> page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.</div></div>																																																																																
4.	Click the <b>Search</b> button.																																																																																
5.	<div><div><div>Search Results</div><div><div>View All</div><div><table><tr><th>ID</th><th>Name</th><th>Gender</th><th>Date of Birth</th><th>Campus ID</th><th>National ID</th><th>National ID Country</th><th>NR Short Description</th><th>Last Name</th><th>First Name</th></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###/###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SSN</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###/###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SSN</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###/###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SSN</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###/###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SSN</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###/###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SSN</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Male</td><td>###/###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SSN</td><td>Last Name</td><td>First Name</td></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>###/###</td><td>(blank)</td><td>#####</td><td>USA</td><td>SSN</td><td>Last Name</td><td>First Name</td></tr></table></div><div>First 1 of 20 of 20 Last</div></div></div></div> <div>If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee's row.</div>	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NR Short Description	Last Name	First Name	#####	Last, First Name	Female	###/###	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Female	###/###	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Female	###/###	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Female	###/###	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Female	###/###	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Male	###/###	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Female	###/###	(blank)	#####	USA	SSN	Last Name	First Name
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6.	<div data-bbox="394 247 1352 869"> <p><b>Advisee Student Center</b></p> <p>Your Name</p> <div> <div> <p><b>Academics</b></p> <p><a href="#">My Class Schedule</a> <a href="#">Shopping Cart</a> <a href="#">My Planner</a></p> <p>other academic... (X)</p> </div> <div> <p><b>Personal Information</b></p> <p><a href="#">Demographic Data</a> <a href="#">Emergency Contact</a></p> </div> </div> <div> <p><b>Holdings</b></p> <p>Advisement Required Missing Meningitis Form <a href="#">details &gt;</a></p> <p><b>To Do List</b></p> <p>Meningitis Acknowledgement <a href="#">details &gt;</a></p> <p><b>Enrollment Dates</b></p> <p><a href="#">Open Enrollment Dates</a></p> <p><b>Advisor</b></p> <p>Program Advisor None Assigned</p> </div> <div> <p><b>Contact Information</b></p> <table> <tr> <td>Home Address</td> <td>Mailing Address</td> </tr> <tr> <td>Address</td> <td>Address</td> </tr> <tr> <td>Mobile Phone None</td> <td>Campus Email None</td> </tr> </table> </div> </div> <p>On the <b>Advisee Student Center</b> page, on the right hand side is the <b>To Do List</b> section. When an item or items are listed, click the <b>details</b> link for more information.</p>	Home Address	Mailing Address	Address	Address	Mobile Phone None	Campus Email None
Home Address	Mailing Address						
Address	Address						
Mobile Phone None	Campus Email None						

8.	<div data-bbox="406 258 1352 968"> <p><b>To Do Item Detail</b></p> <p>Your Name</p> <p><b>Meningitis Acknowledgement</b></p> <p></p> <p><b>Contact</b></p> <p><b>Academic Institution:</b> Queens College</p> <p><b>Administrative Function:</b> General</p> <p><b>Due Date:</b> 09/17/2011</p> <p><b>Contact:</b> <input type="text" value="Name"/></p> <p><input type="text" value="name@college.cuny.edu"/></p> <p><b>Description</b></p> <p>New York State Public Health Law 2167 requires all students to acknowledge receiving information about meningitis. Students must submit the Meningitis Acknowledgement Form prior to being allowed to register for classes. If you have any questions, please contact your campus Health Services Office.</p> <p><a href="#">Return</a></p> </div> <p>The <b>To Do Item Detail</b> page displays.</p>
9.	Click the <b>Return</b> button to go back to the previous page.
	<b>End of Procedure.</b>