LEHMAN COLLEGE | CUNY

Office of the Registrar

How to View & Assign Class Permissions in CUNYfirst 9.2

Faculty Instructions

Faculty may view and assign student specific permissions for classes

online via CUNYfirst.

LEHMAN COLLEGE

Office of the Registrar |250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468

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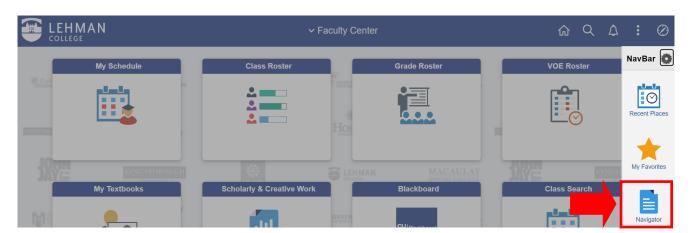# HOW TO VIEW CLASS PERMISSONS IN CUNYFIRST

1. Log onto **CUNYfirst** and from your **CUNYfirst Home** Page, click on the "**Faculty Center**" tile

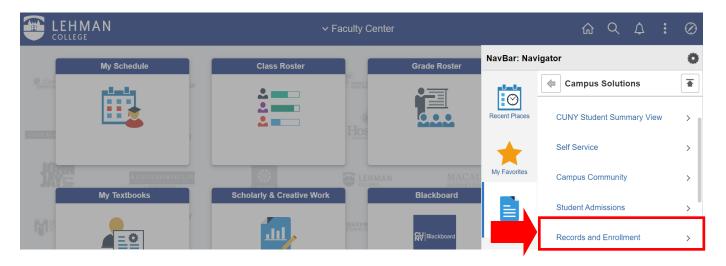2. From your Faculty Center, click on the **NavBar**, located on the top right-hand side of the page
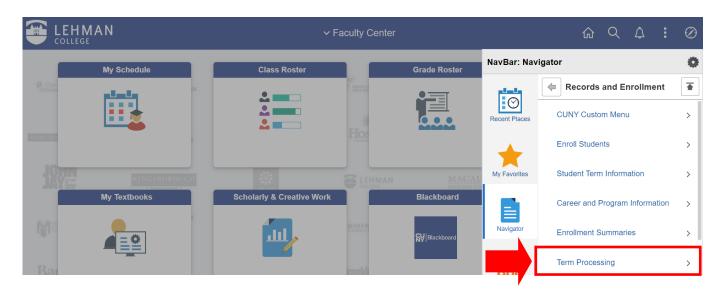

3. Once the NavBar is open, click on "**Navigator**"

4. Click on "**Campus Solutions**"

5. Click on "**Records and Enrollment**"

6. Click on "**Term Processing**"

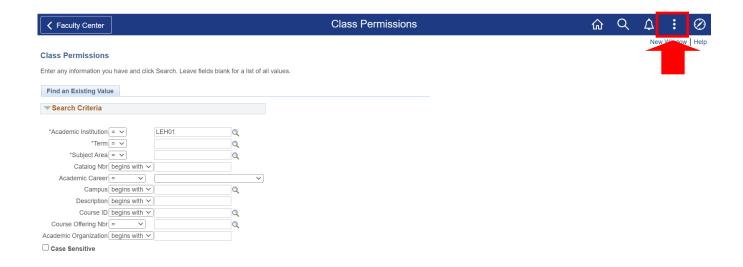## 7. Click on "**Class Permissions"**

8. Click on "**Class Permissions"** again

9. You will now be on the Class Permissions Page. From here, you can add this page to your "**Favorites**" to create a short-cut for future use.
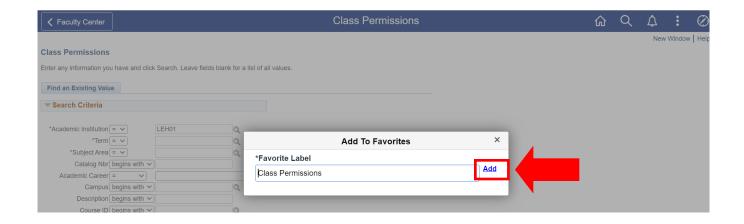
Click on the three dots located on the top right-hand side of the page to add this page to your **Favorites**

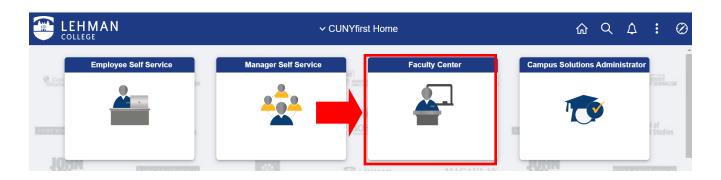## 10. Click on "**Add to Favorites**"

11. Click on "**Add"**

12. Once you click on "Add" you will receive a confirmation message that the page has been added to Favorites.
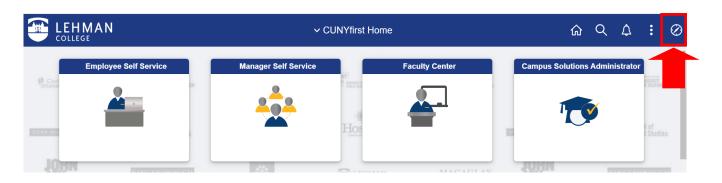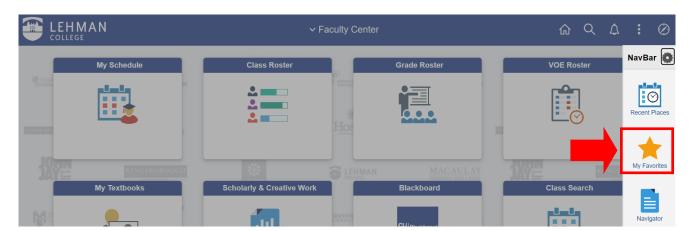
HOW TO VIEW YOUR SAVED FAVORITES

1. Log onto **CUNYfirst** and from your **CUNYfirst Home** Page, click on the "**Faculty Center**" tile

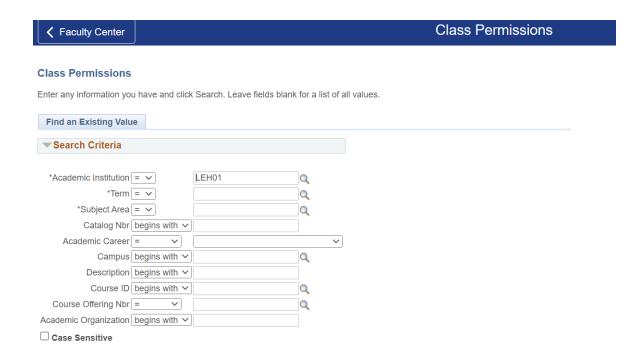2. From your Faculty Center, click on the **NavBar**, located on the top right-hand side of the page

3. Once the NavBar is open, click on "**My Favorites**"

4. Once you click on My Favorites, you may look for "**Class Permissions"**
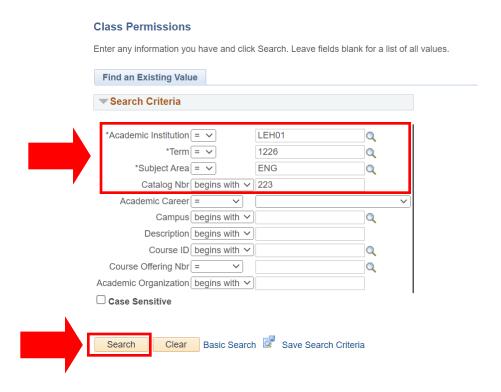

5. Once you click on Class Permissions, you will be brought to the Class Permissions Page
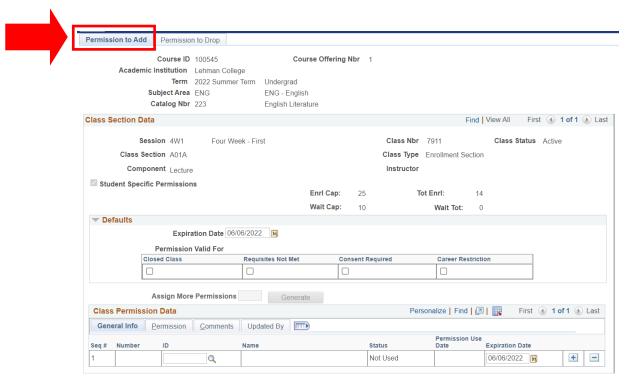
HOW TO ASSIGN CLASS PERMISSIONS IN CUNYFIRST

1. From the Class Permissions Page, type in the **Academic Institution** (For Lehman College type in **LEH01**), respective **Term** (i.e. 1229– Fall 2022, 1226– Summer 2022), **Subject** (i.e. ENG– English), and **Catalog Number** (i.e. 223). Then click on "**Search.**"
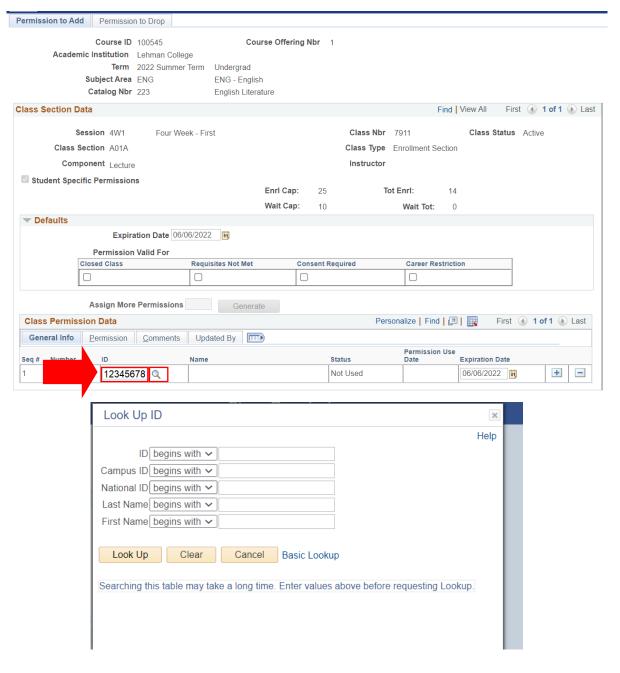

2. Make sure you are on the "**Permission to Add**" Tab (you will be defaulted to this tab)
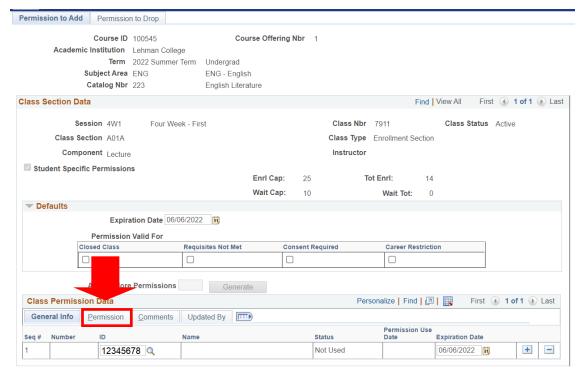
3. If there is more than one section being offered, click on the **Arrow** until you are on the correct **Class Session/Session**
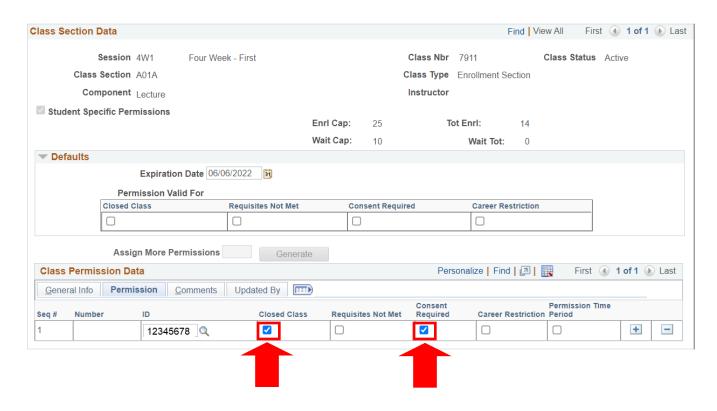

4. Under the **General Info** tab, you may type in a student's EMPLID OR click on the Magnifying Glass to search for a student by Name.
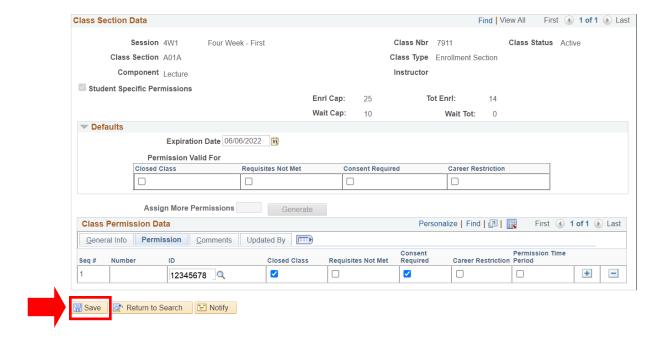
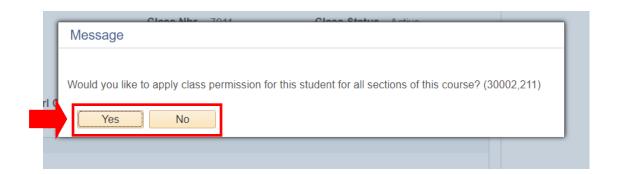5. Once the EMPLID is inputted, click on the "**Permission"** tab under **Class Permission Data**

6. In the Permission tab, you may check off the type of permission you are granting the student (i.e. Closed Class, Requisites Not Met, Consent Required, etc)

7. Click on "**Save**"

8. Once you click on Save, a Message will pop-up asking if you would like to apply this permission to all sections of the course. If you would like the student to have permission for all sections of the course, click on "**Yes.**" If you would like the student to have permission for a single section of the course, click on "**No.**"

9. To give permission to additional students, you may click on the "**+**" icon and follow the same steps.