



## Lehman College Now Program

### How to Obtain My Unofficial Transcript from CUNYfirst

You can view your grades and monitor how many credits you earn by obtaining your Lehman College unofficial transcript. You can do so free of cost through CUNYfirst. You must have activated your CUNYfirst account before being able to access your transcript. Instructions on activating your CUNYfirst account can be found here: [CUNYLogin ActivateMyAccount.pdf \(lehman.edu\)](https://lehman.edu/CUNYLogin/ActivateMyAccount.pdf). There is no limit on viewing and printing your unofficial transcript, and you can use it to show colleges and others institutions that you participated in College Now, but you will need an official transcript to transfer your earned credits.

#### Follow these steps to obtain your unofficial transcript from CUNYfirst:

- Log in to CUNYfirst and click on Student Center.
- In the Academics section click on the Other Academic dropdown box and select *Transcript: View Unofficial* and then click on the Go icon.
- On the View Unofficial Transcript page, click the Academic Institution dropdown box icon and select Lehman College.
- Click the Report Type dropdown box icon; then select *Student Unofficial Transcript*.
- Click the View Report button. Your Unofficial Transcript will pop-up in another page in PDF file format. You can view, print, or save as needed.
- *Make sure that your computer pop-up blocker for the page is deactivated since this will prevent the transcript from loading. Do not press any other buttons or links while processing is taking place.*

#### Common issues to access your CUNYfirst account:

- I forgot my username; how can I find out what it is?  
Go to <https://home.cunyfirst.cuny.edu> select Forgot Username to retrieve your username.
- I forgot my password; what do I do now?  
Go to <https://home.cunyfirst.cuny.edu> select Forgot Password and type your username or EMPLID. You will be able to reset your password.
- How many failed login attempts are allowed before my account is locked?  
Your CUNY account will be locked after five failed login attempts. Once the account is locked, you are prevented from accessing all applications and services using the CUNY Login page such as Blackboard. The account lockout period is 60 minutes after which you can attempt to log in again. Consider using the Forgot Password function after the fourth failed login attempt.