How to View Class Permissions in CUNYfirst 9.2

Faculty Instructions

Faculty may view and assign student specific permissions for classes online via CUNYfirst.
HOW TO VIEW PERMISSIONS IN CUNYFIRST

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

![CUNYfirst Home Page with Faculty Center highlighted](image1)

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

![Faculty Center with NavBar highlighted](image2)

3. Once the NavBar is open, click on “Navigator”

![Navigator highlighted](image3)
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

![Faculty Center Tile]

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

![ NavBar on Faculty Center]

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