



LEHMAN
COLLEGE



Office of the Registrar

How to View/ Update Personal Information in CUNYfirst

Student Instructions

Students can view or update their personal information (mailing address, phone number and email address) in CUNYfirst via the Student Center. Students using this option will only have access to change their billing, mailing and home mailing address types. To change their permanent address, students must submit the Personal Data Change Request Form available in the Office of the Registrar.



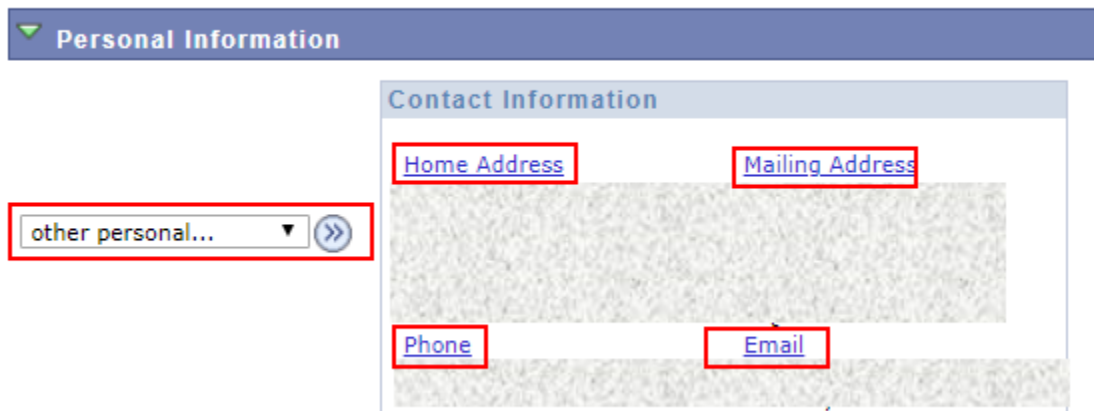
Office of the Registrar | 250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468
Email: Registrar.Office@Lehman.Cuny.Edu

HOW TO VIEW/ UPDATE YOUR PERSONAL INFORMATION IN CUNYFIRST

1. Log onto CUNYfirst and follow the below navigation:

HR/Campus Solutions> Self Service> Student Center

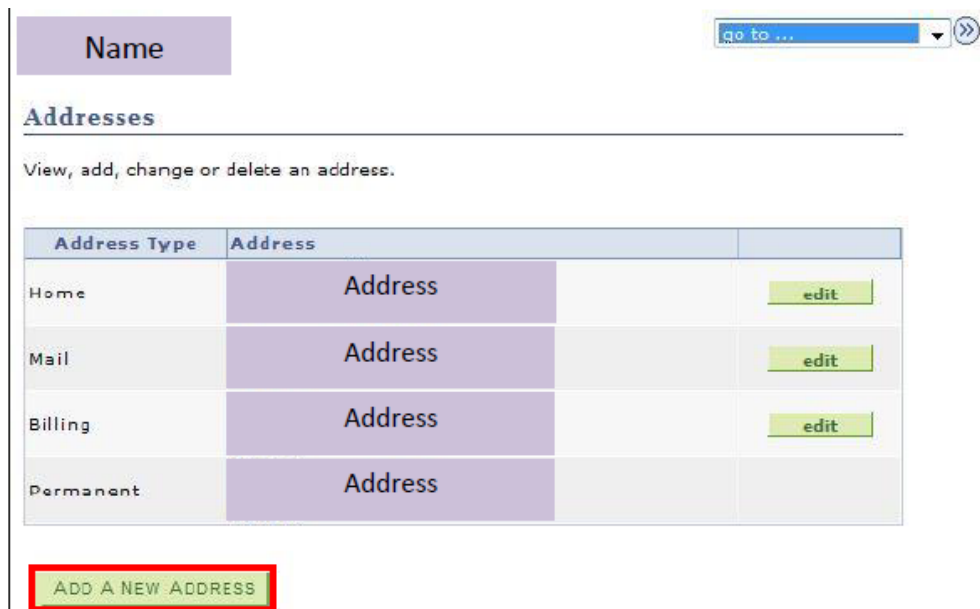
2. In the **Personal Information** section, select the appropriate link to edit or select from the drop down menu.



To update your address:

The **Addresses** page displays for you to view and verify current addresses on record.

A. Click the **ADD A NEW ADDRESS** button



B. As needed, on the Edit Address page, enter data in the **Address 1, 2, or 3** fields.

Enter the city in the City field, the two-character state postal abbreviation in the **State** field (or click the **Look up** icon to select the state postal abbreviation). Enter the five digit zip code in the **Postal** field. Place the cursor in the **County** field to auto-display the county based on the other entered data. Click the **OK** button

Edit Address

Country: United States [Change Country](#)

Address 1: 8 Learning Expressway

Address 2:

Address 3:

City: Queens State: NY [New York](#) Postal: 11111

County: Queens

OK Cancel

C. In the **Add a new address** section, verify the accuracy of the new address. As needed, select the **Edit Address** link to make corrections. In the **Address Types** section, select all address type checkboxes.

Student Lehman

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

8 Learning Expressway
Queens, NY 11111 [Edit Address](#)

Date new address will take effect: 05/07/2012 (example: 12/31/2000)

Address Types

- Home *
- Mail *
- Billing

SAVE

[Return to Current Addresses](#)

D. Click the SAVE button. A save Confirmation message displays. Click the **OK** button.

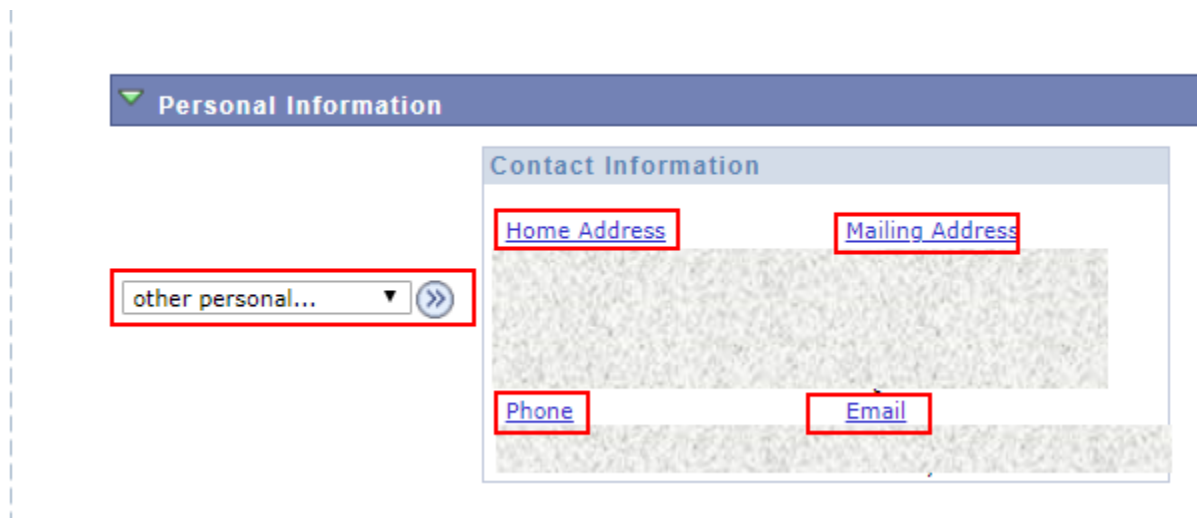


Note: Students using this option will only have access to change their billing, mailing and home mailing address types. To change their permanent address, students must follow the instructions on the [Personal Data Change Request Form](#) available on the Office of the Registrar's website. No documentation is required outlined on that form.

To update your email address:

Follow instructions covered in Steps 1 and 2.

A. In the **Personal Information** section, select the Email link to edit or select **Email Address** from the drop down menu.



B. You may see multiple email addresses. Modify the **Other** email address type or you can add a new type by selecting the **ADD AN EMAIL ADDRESS** button. When changes are made, click the **SAVE** button.

Personal Information Security Participation

addresses || names || phone numbers || email addresses || emergency contacts || ethnicity

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

Email Type	Email Address	Preferred	
Business	[Redacted]	<input type="checkbox"/>	
Campus	[Redacted]	<input checked="" type="checkbox"/>	delete
Other	[Redacted]	<input type="checkbox"/>	delete

ADD AN EMAIL ADDRESS

SAVE

* Required Field


C. A save Confirmation message displays. Click the **OK** button.



To update your phone number:

Follow instructions covered in Steps 1 and 2.

A. In the **Personal Information** section, select the Email link to edit or select **Phones** from the drop down menu.



The screenshot shows a user profile for 'Deneba Cristina'. At the top right is a 'go to ...' dropdown menu with a right arrow icon. Below it are three main tabs: 'Personal Information', 'Security', and 'Participation'. Under 'Personal Information', there are sub-links for 'addresses', 'names', 'phone numbers', 'email addresses', 'emergency contacts', and 'ethnicity'. The 'phone numbers' link is highlighted.

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile	347-665-6315			<input checked="" type="checkbox"/>	delete
Home	318-322-4550			<input type="checkbox"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE](#)

* Required Field

B. You may see multiple phone numbers. You can modify your phone number or you can add a new type by selecting the **ADD A PHONE NUMBER** button. When changes are made, click the **SAVE** button. **A save Confirmation message displays. Click the OK button.**

