



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 address types. To change their Permanent address, students must submit the Personal Data Change Request Form available in the Office of the Registrar.



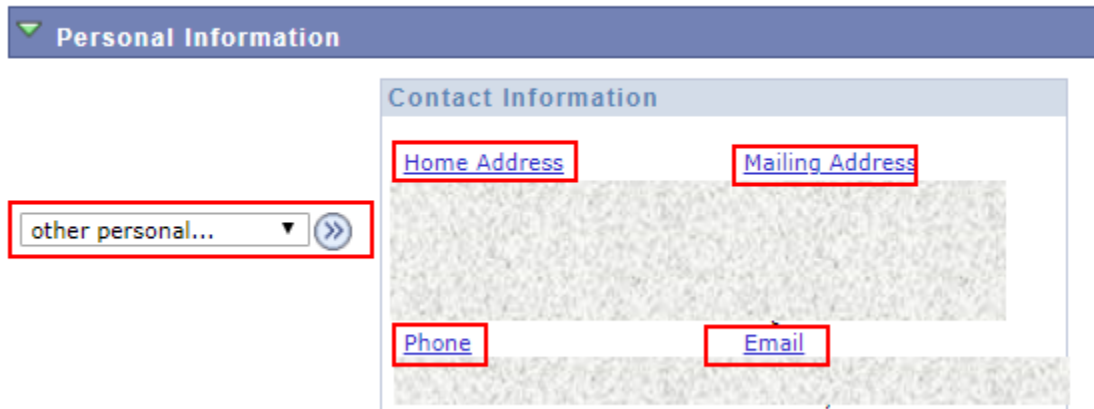
Office of the Registrar | 250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468
Email: Registrar.Office@Lehman.Cuny.Edu

HOW TO VIEW/ UPDATE YOUR PERSONAL INFORMATION IN CUNYFIRST

1. Log into CUNYfirst and follow the below navigation:

HR/Campus Solutions> Self Service> Student Center

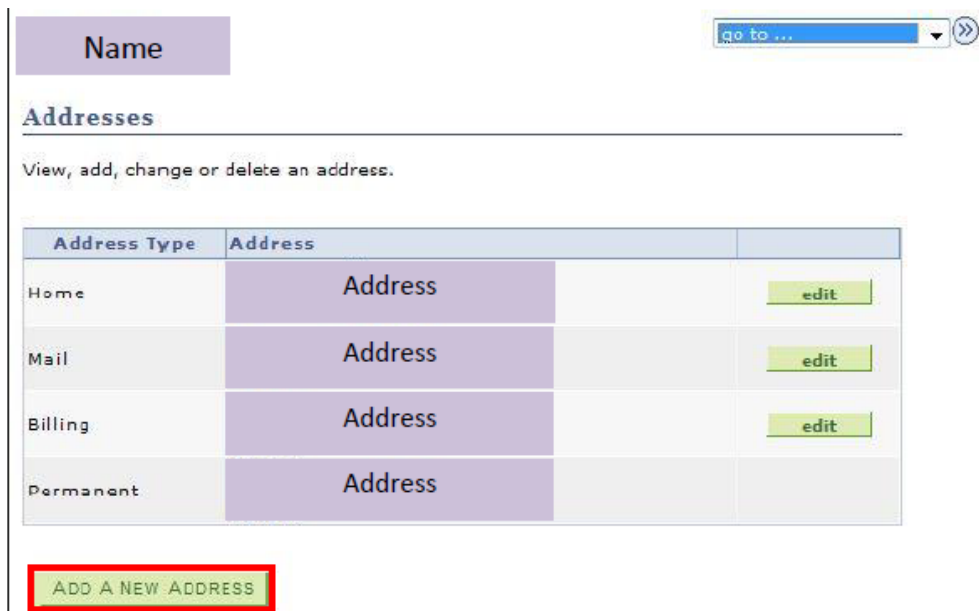
2. In the **Personal Information** section, select the appropriate link to update or select from the drop down menu.



To update your address:

The **Addresses** page displays all current addresses on record.

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



B. 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. The county will be auto-populated based on the address data entered. 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. Verify the accuracy of the new address. Select the **Edit Address** link to make corrections, if applicable. In the **Address Types** section, select all address types available (Home, Mail, and Billing).

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 **Edit Address**
Queens, NY 11111

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

SAVE

[Return to Current Addresses](#)

Address Types

- Home *
- Mail *
- Billing

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

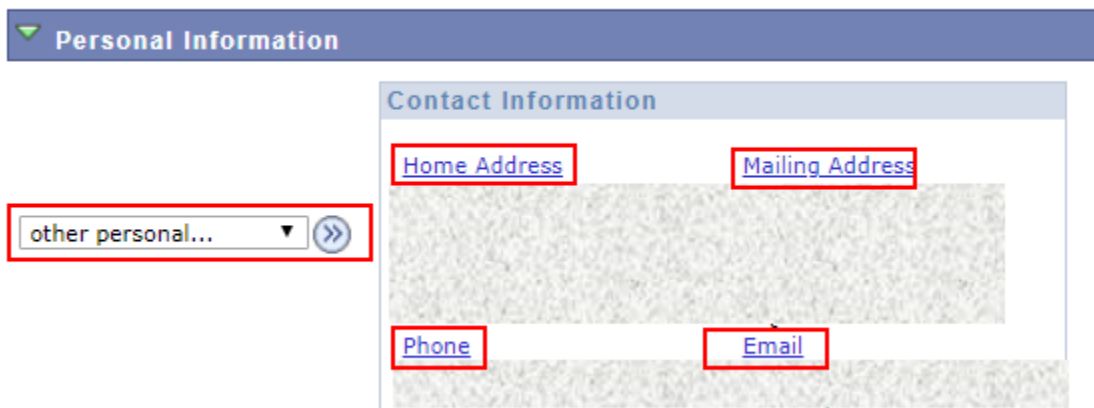


Note: Students using this option will only have access to change their Billing, Mailing and Home address types. To change their Permanent address, students must follow the instructions on the [Personal Data Change Request Form](#) available on the Office of the Registrar's website. No documentation is required to update your address.

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 will see all current email addresses on record. Modify the existing **Other** email address type or select the **ADD AN EMAIL ADDRESS** button to add another email address. 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 finalize the transaction.



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. You will see all current phone numbers on record.



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Personal Information Security Participation

addresses names phone numbers email addresses emergency contacts ethnicity

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 can add or modify your phone number 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 to finalize the transaction.**

