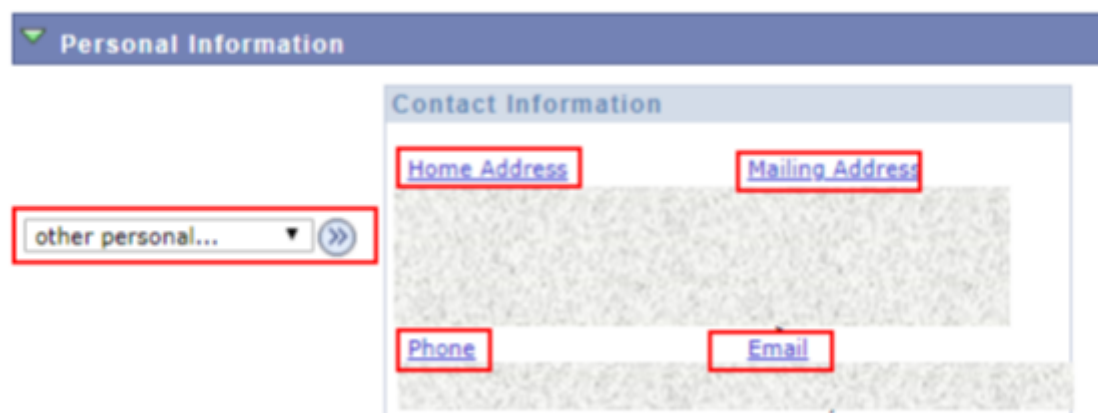


How to View and Update Personal Information on CUNYfirst

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1. Log onto CUNYfirst (<https://home.cunyfirst.cuny.edu>) 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

Name go to ...

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	Address	edit
Mail	Address	edit
Billing	Address	edit
Permanent	Address	

[ADD A NEW ADDRESS](#)

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:

Address 2:

Address 3:

City: State: [New York](#) Postal:

County:

[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.

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)

[SAVE](#)

[Return to Current Addresses](#)

Address Types

- ☐ Home *
- ☒ Mail *
- ☐ Billing

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

Add a new address

Save Confirmation

✓ The Save was successful.

[OK](#)

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](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Personal-Data-Change-Request-Form.pdf) (<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Personal-Data-Change-Request-Form.pdf>) and send it to the **Office of the Registrar** (<https://www.qc.cuny.edu/registrar/pages/welcome.aspx>).

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.

Personal Information

Contact Information

Home Address Mailing Address

other personal... >>

Phone Email

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		<input type="checkbox"/>	
Campus		<input checked="" type="checkbox"/>	delete
Other		<input type="checkbox"/>	delete

ADD AN EMAIL ADDRESS

SAVE

* Required Field

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

