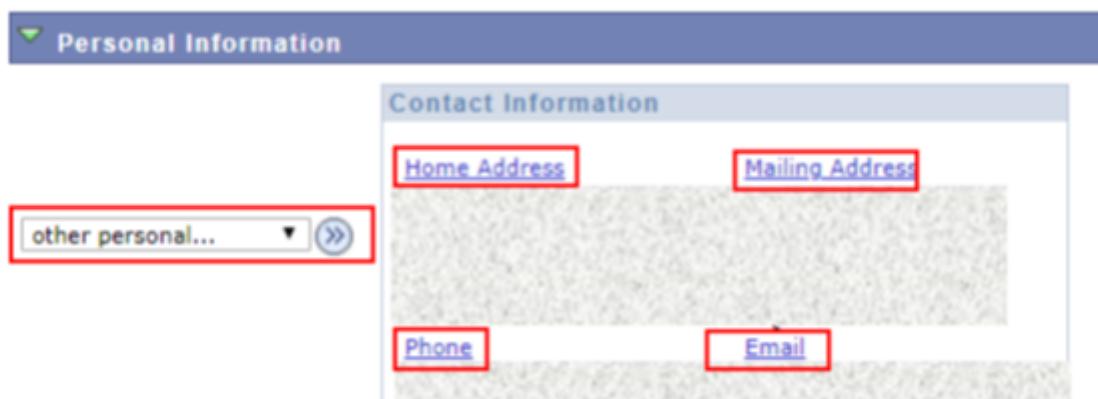


How to View and Update Personal Information on CUNYfirst

Modified on: Wed, Aug 26, 2020 at 9:30 PM

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.



The screenshot shows the 'Personal Information' section of the CUNYfirst interface. Under 'Contact Information', there is a dropdown menu labeled 'other personal...' with a red box around it. To the right of the dropdown are two buttons: 'Home Address' and 'Mailing Address', both with red boxes around them. Below these are two more buttons: 'Phone' and 'Email', also with red boxes around them. The entire 'Contact Information' box is highlighted with a red border.

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 ...	»»
<u>Addresses</u>			
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:	8 Learning Expressway	
Address 2:		
Address 3:		
City:	Queens	State: NY Look up New York
County:	Queens	
<input style="background-color: yellow; border: 1px solid red; border-radius: 5px; padding: 2px 10px; margin-right: 10px;" type="button" value="OK"/> <input style="border: 1px solid black; border-radius: 5px; padding: 2px 10px;" type="button" value="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

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

[Return to Current Addresses](#)

Address Types	
<input type="checkbox"/>	Home *
<input checked="" type="checkbox"/>	Mail *
<input type="checkbox"/>	Billing

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](#) (<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:

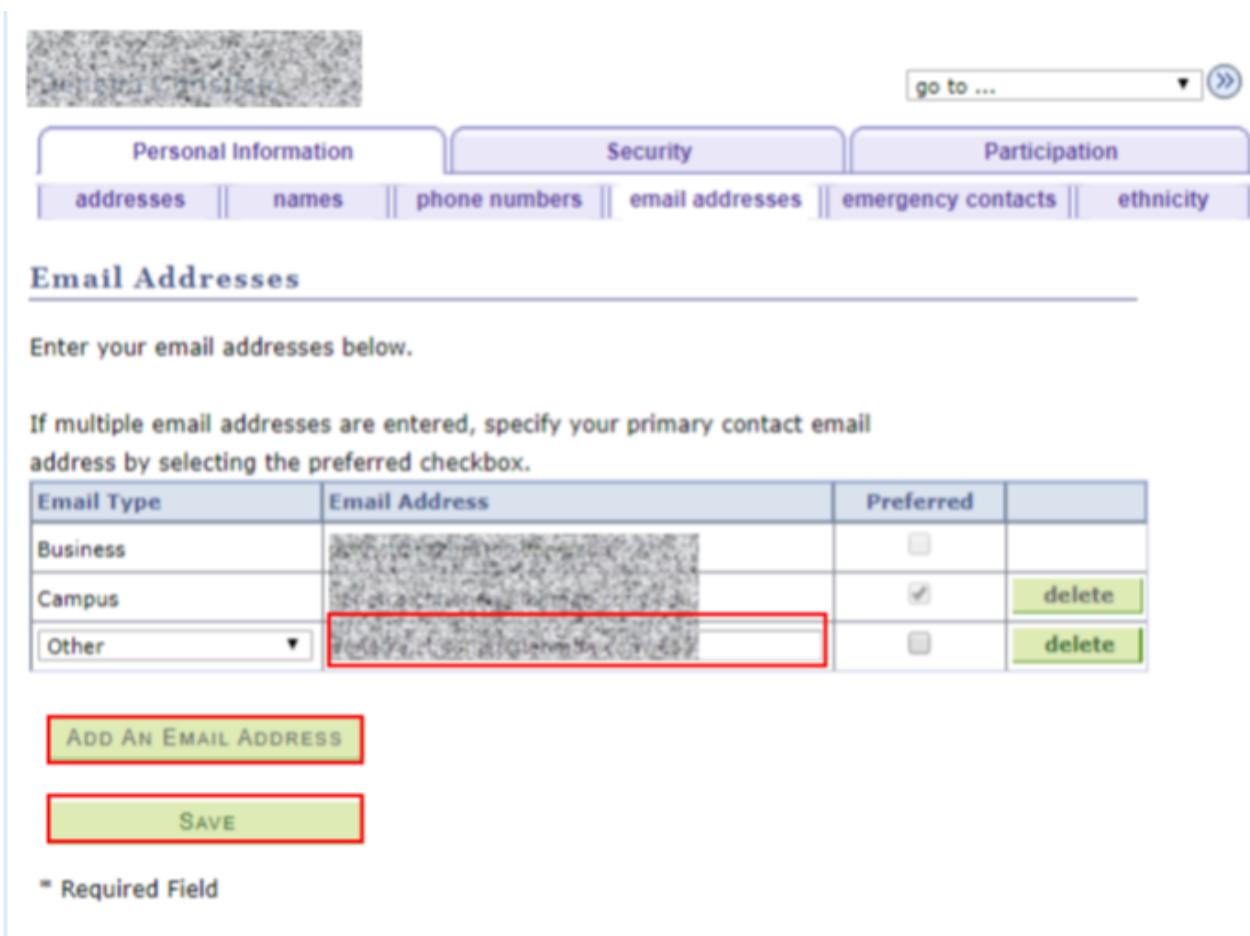
Follow instructions covered in Steps 1 and 2.

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



The screenshot shows a 'Personal Information' section with a 'Contact Information' sub-section. The 'other personal...' dropdown and the 'Email' link are highlighted with red boxes.

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.



The screenshot shows an 'Email Addresses' page with a table of email addresses and buttons for adding and saving changes.

Email Type	Email Address	Preferred	
Business	Business_email_address@domain.com	<input type="checkbox"/>	
Campus	Campus_email_address@domain.com	<input checked="" type="checkbox"/>	delete
Other	Other_email_address@domain.com	<input type="checkbox"/>	delete

ADD AN EMAIL ADDRESS

SAVE

* Required Field

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

