CUNY First Starter Package:
1. Get your CUNY First ID
2. Set up your SACR defaults
3. Basic knowledge of CUNY First
   a. SIMS to CUNY First terms
   b. Primary Student Screen
4. Add to favorites (Found on top right of the screen)
   a. “Add to favorites” will bookmark the current option you are in to your “My Favorites”
   b. “My Favorites” on the left side, will bring you to that page again

Set up SACR

User Defaults 1: (Here you can set your default information)

Academic Institution: (Changing this will change the below 2) (Change to BAR01 for Baruch)
   o Career Group SetID:
   o Facility Group SetID:

***Only Change the following if you want it to default to that information***
   ● Academic Career: (can be changed to: Undergrad or Graduate)
   ● Academic Group: (can be changed to desired Deans office)
   ● Term: (can be changed to desired term)
   ● Academic Plan: (can be changed to desired major)

User Defaults 4: (tab4)
   ● Carry ID: (Set this so that a Student ID carries over to other screens)
     o This should only be used if you want an ID to be carried over when you move from screen to screen
     o This should NOT be used if you create and load new students into CUNY first

Basic Terms:

| SIMS       | = CUNYfirst               |
| Credits    | = Units/Credits           |
| Academic Year | = Academic Level         |
| Major/Minor | = Plan                   |
| Pre/Coreq  | = Enrollment Requirements|
| Program    | = Degree/Non-Degree      |
| Career     | = Grad or Undergrad      |
| Stops      | = (Negative) Service Indicators |
| Program Codes | = Student Groups / Service Indicators |

Primary Student Screen:

Campus Community > Student Service Ctr = SIQSRI

   ● Enrollment Information = history of classes and grades
     ○ Will also show all classes ever taken in CUNY
       ■ Includes epermit, other degrees (non-deg, Grad, 2nd deg)
   ● Service Indicator Information = Stops / program codes
   ● Degree Information = Will show all completed Degrees from any CUNY
   ● Term History Information = GPA / total credits / part or full status
   ● Class Meeting Pattern = Class schedule times and room