



LEHMAN
COLLEGE



Office of the Registrar

How to View Class Permissions in CUNYfirst 9.2

Faculty Instructions

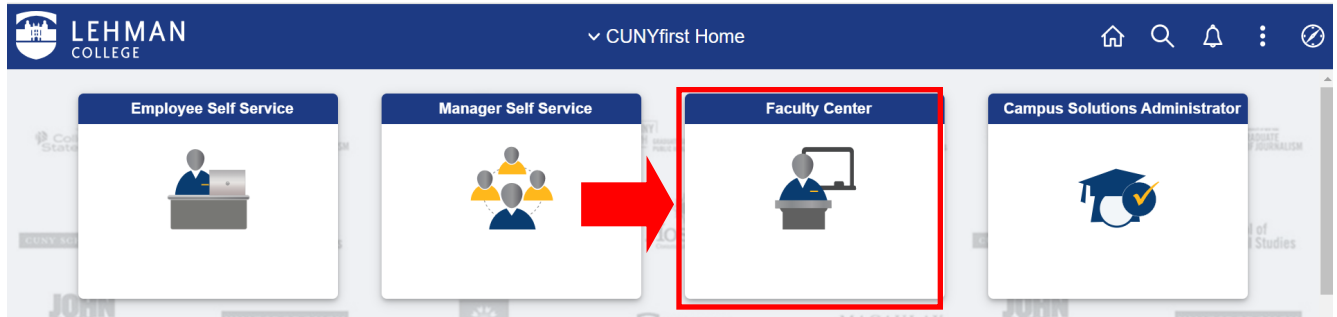
**Faculty may view and assign student specific permissions for classes
online via CUNYfirst.**



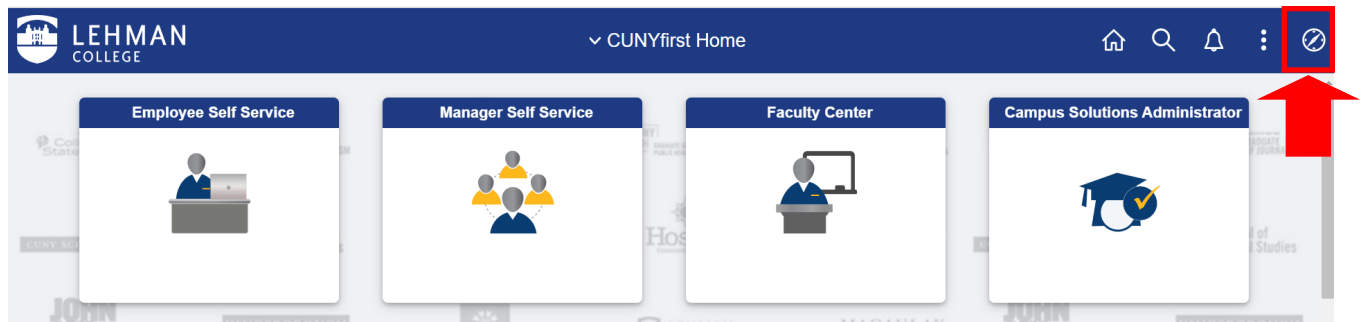
Office of the Registrar | 250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468

HOW TO VIEW PERMISSONS IN CUNYFIRST

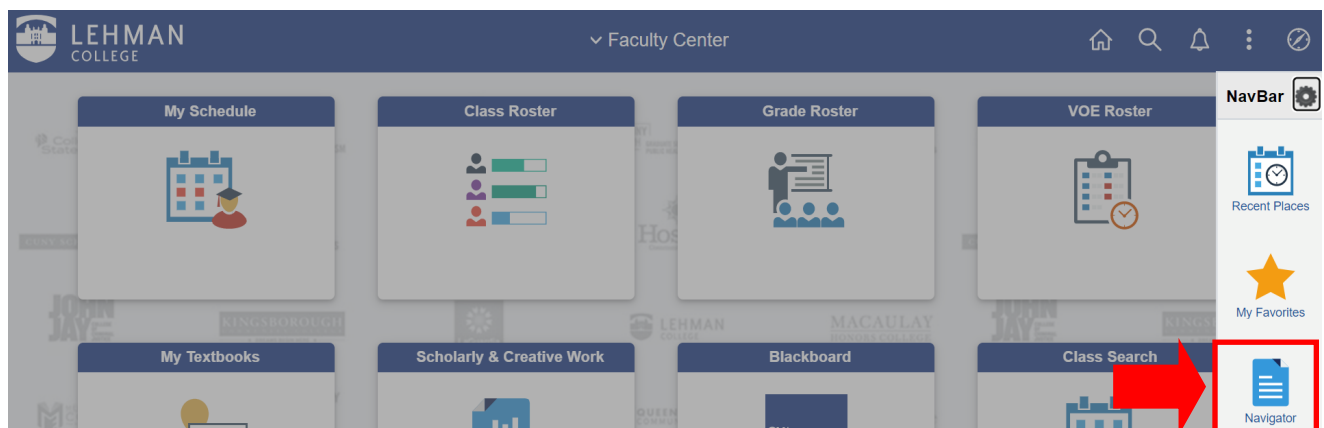
1. Log onto [CUNYfirst](#) and from your **CUNYfirst Home** Page, click on the “**Faculty Center**” file



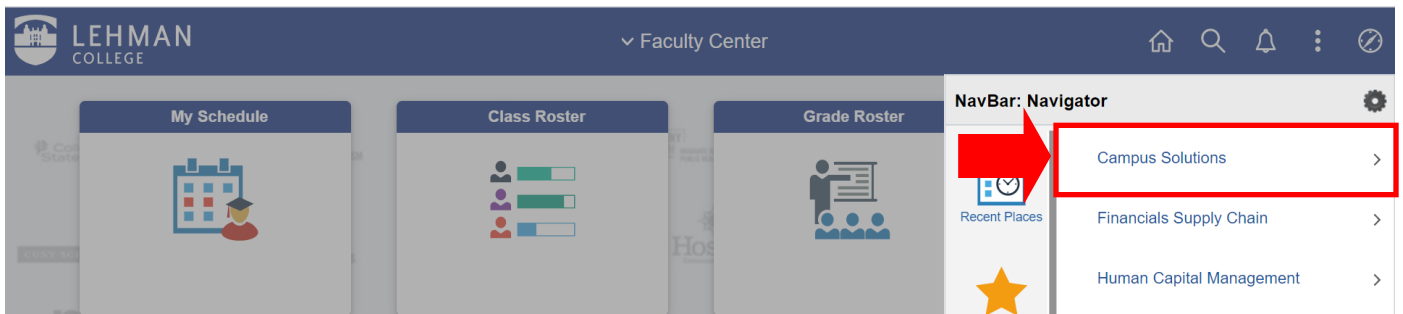
2. From your Faculty Center, click on the **NavBar**, located on the top right-hand side of the page



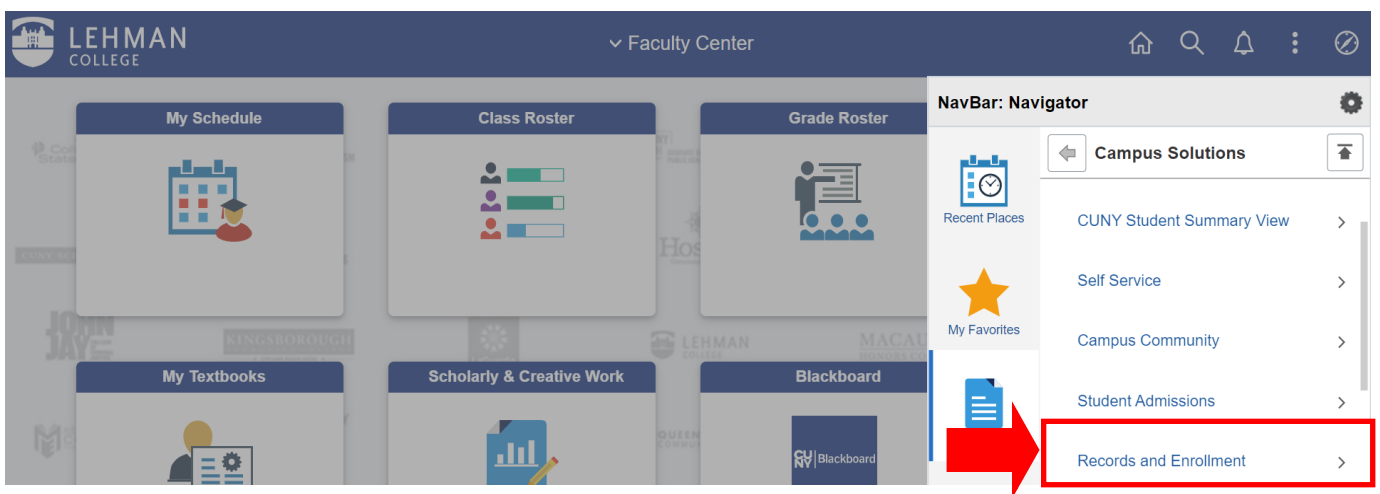
3. Once the NavBar is open, click on “**Navigator**”



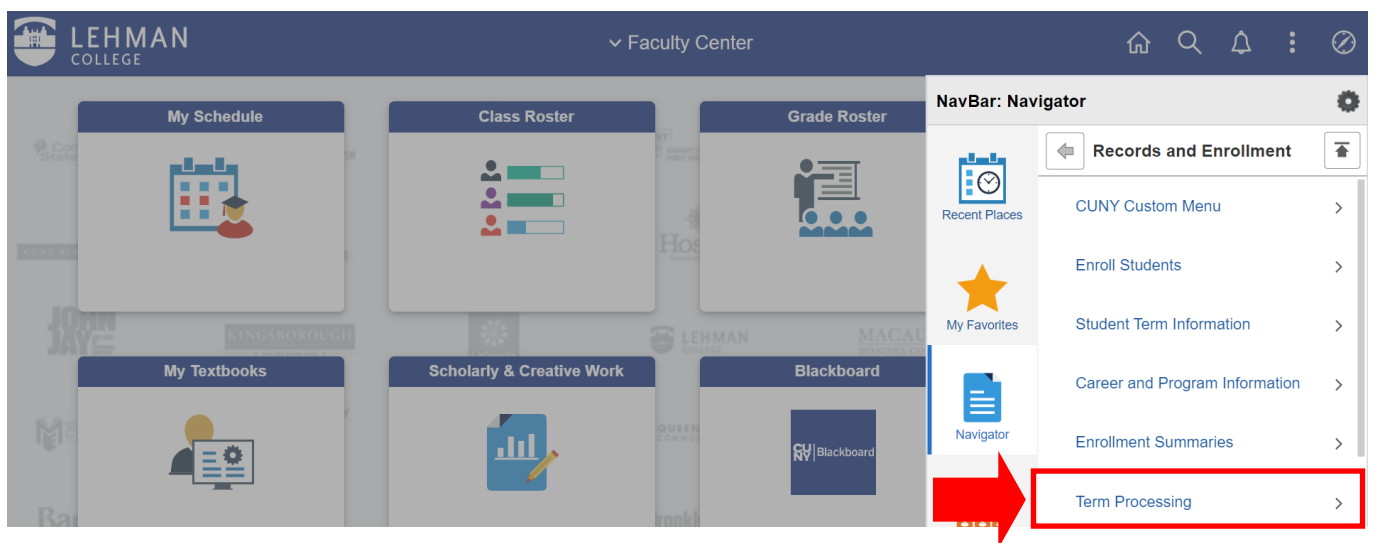
4. Click on **“Campus Solutions”**



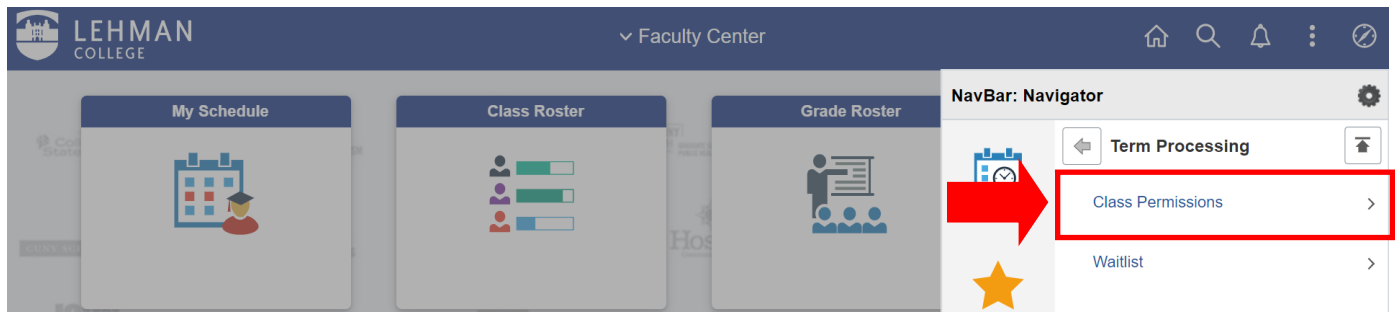
5. Click on **“Records and Enrollment”**



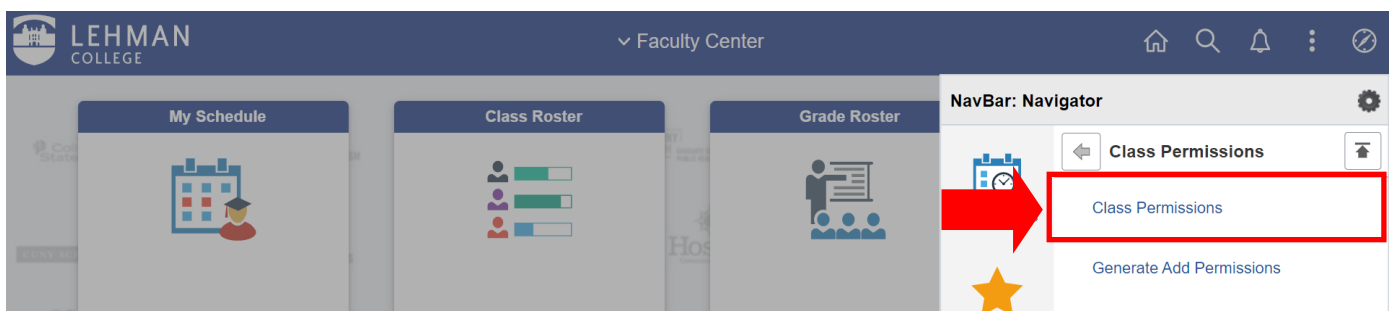
6. Click on **“Term Processing”**



7. Click on “**Class Permissions**”

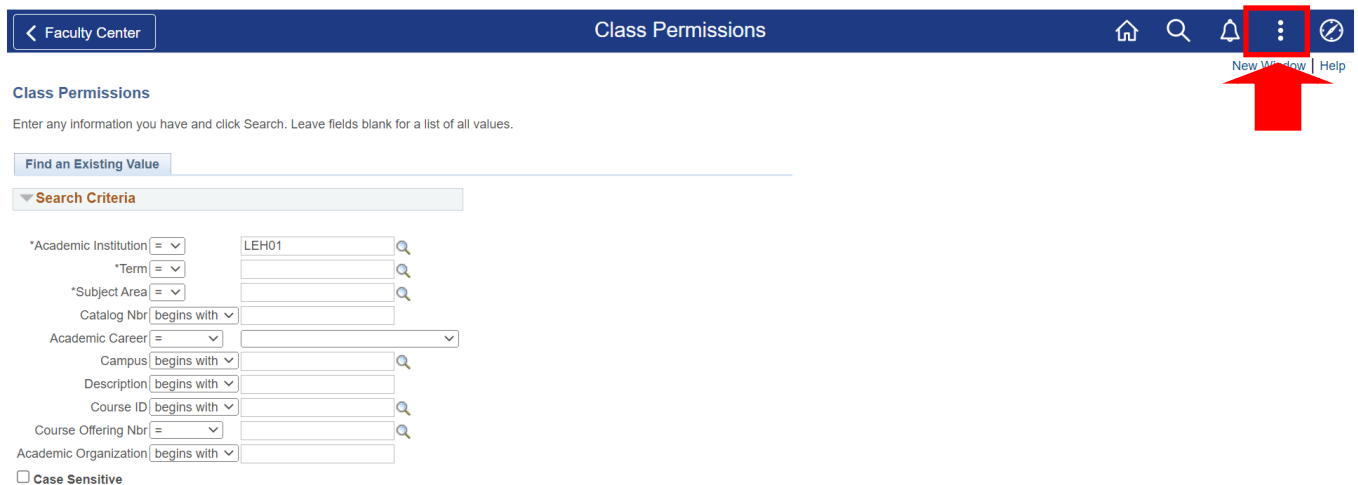


8. Click on “**Class Permissions**” again

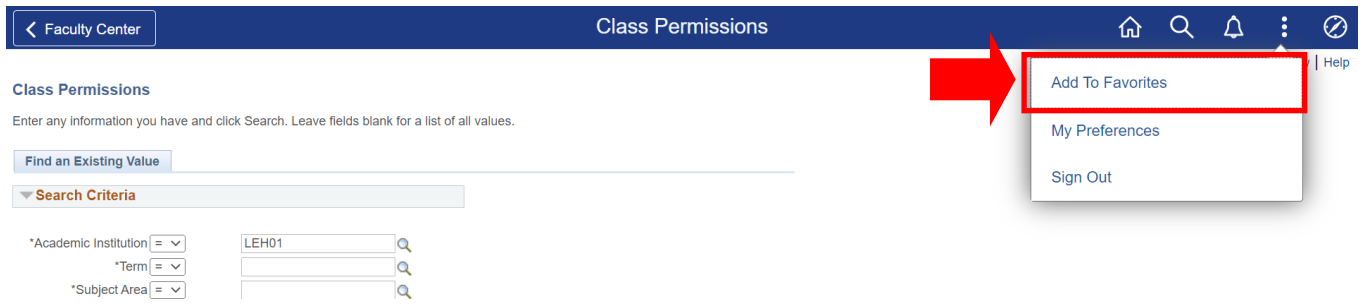


9. You will now be on the Class Permissions Page. From here, you can add this page to your “**Favorites**” to create a short-cut for future use.

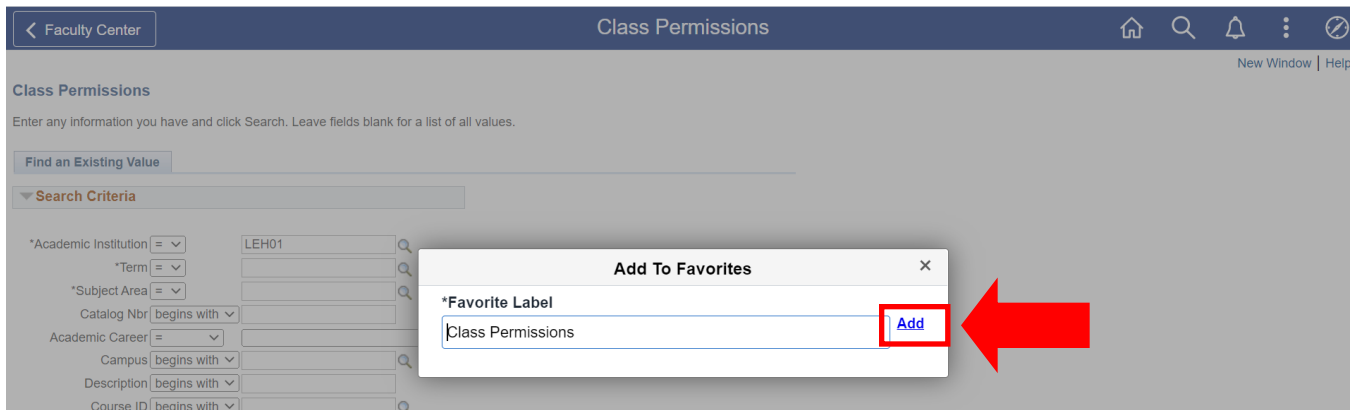
Click on the three dots located on the top right-hand side of the page to add this page to your **Favorites**



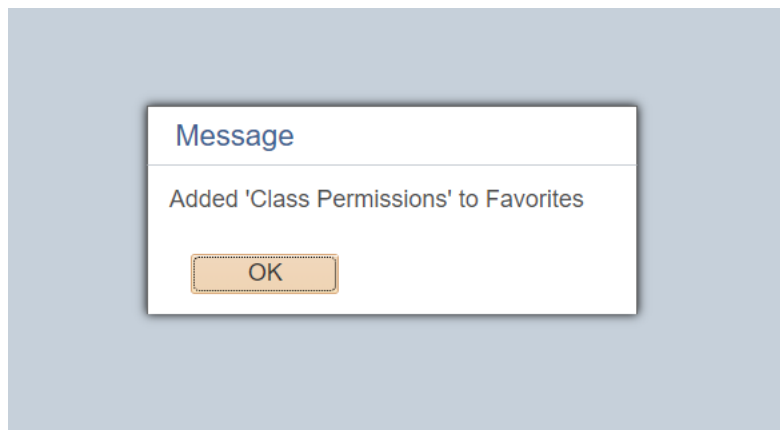
10. Click on “Add to Favorites”



11. Click on “Add”

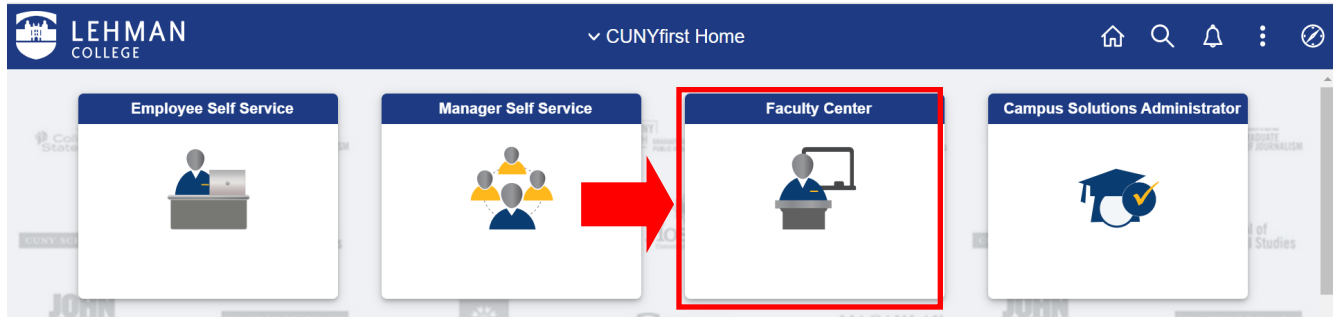


12. Once you click on “Add” you will receive a confirmation message that the page has been added to Favorites.

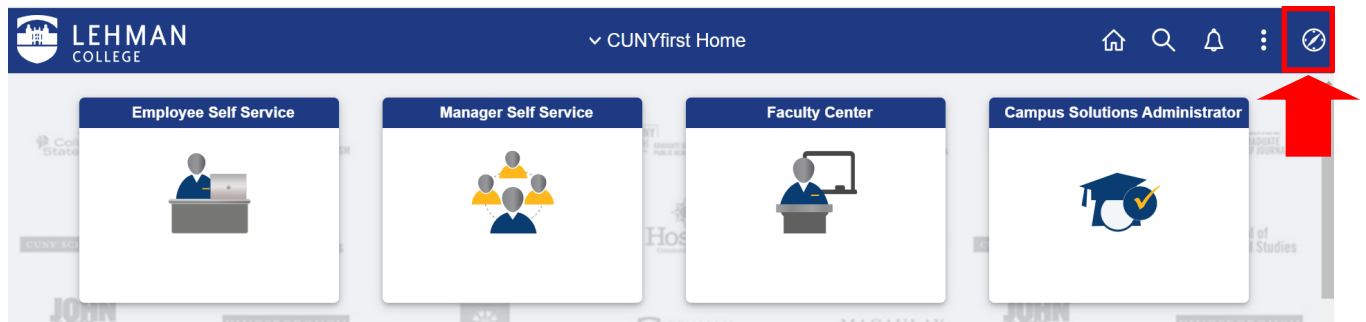


HOW TO VIEW YOUR SAVED FAVORITES

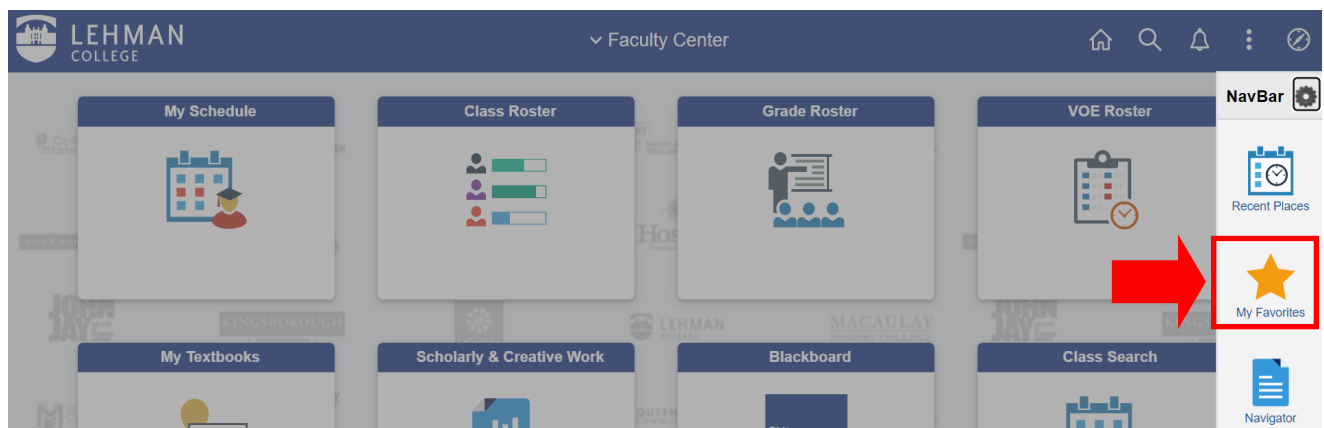
1. Log onto [CUNYfirst](#) and from your **CUNYfirst Home** Page, click on the “**Faculty Center**” file



2. From your Faculty Center, click on the **NavBar**, located on the top right-hand side of the page



3. Once the NavBar is open, click on “**My Favorites**”



4. Once you click on My Favorites, you may look for “**Class Permissions**”



5. Once you click on Class Permissions, you will be brought to the Class Permissions Page

[← Faculty Center](#) **Class Permissions**

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

*Academic Institution =

*Term =

*Subject Area =

Catalog Nbr

Academic Career =

Campus

Description

Course ID

Course Offering Nbr =

Academic Organization

Case Sensitive