

Faculty/Staff

How to Retrieve a Student CUNYfirst ID (8-Digit EMPLID)

1. Go to the CUNYfirst website: <https://home.cunyfirst.cuny.edu>

2. At the login page, enter your **CUNYfirst Username and Password**, then click on **Log-in**

CUNYfirst LOG-IN

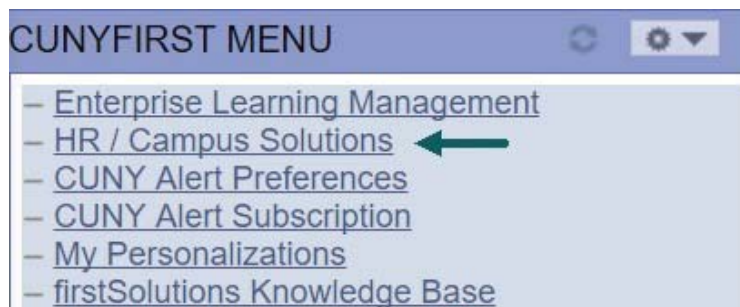


Username:

Password:

←

3. Click on **HR / Campus Solutions**



CUNYFIRST MENU

- [Enterprise Learning Management](#)
- [HR / Campus Solutions](#) ←
- [CUNY Alert Preferences](#)
- [CUNY Alert Subscription](#)
- [My Personalizations](#)
- [firstSolutions Knowledge Base](#)

4. Click on **Campus Community**




Menu

Search:

- ▷ My Favorites
- ▷ CUNY
- ▷ CUNY Student Summary View
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▷ [Campus Community](#) ←
- ▷ Records and Enrollment

5. Click on **Student Services Ctr (Student)**

 **Student Services Ctr (Student)** ←
View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.

6. Enter the **Student's Last and First Name**

Find an Existing Value

▼ Search Criteria

ID: begins with ▼

Campus ID: begins with ▼

National ID: begins with ▼

Last Name: begins with ▼ Doe ←

First Name: begins with ▼ Jane

Case Sensitive

[Basic Search](#)

7. Click **Search**

Find an Existing Value

▼ Search Criteria

ID: begins with ▼

Campus ID: begins with ▼

National ID: begins with ▼

Last Name: begins with ▼ Doe

First Name: begins with ▼ Jane

Case Sensitive

→ [Basic Search](#)

8. The CUNYfirst ID (**EMPLID**) number will be displayed at the top of the page

Jane Doe

ID: 00000000 ←

[student center](#)

[general info](#)

[admissions](#)

[transfer credit](#)

[academics](#)

[finances](#)

[financial aid](#)

Jane's Student Center