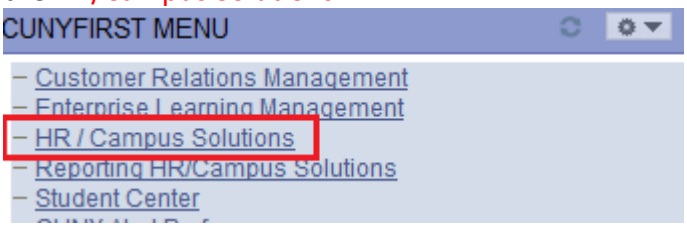
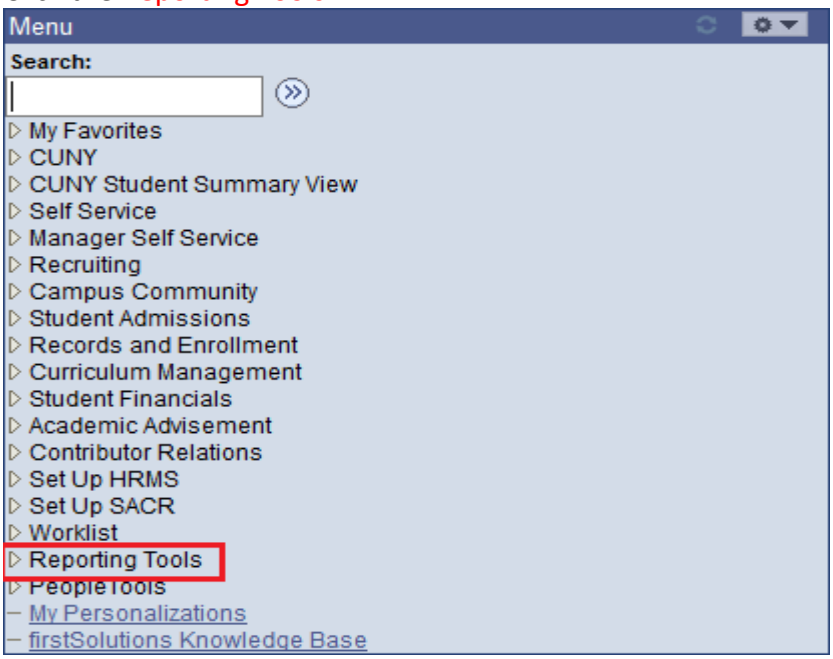
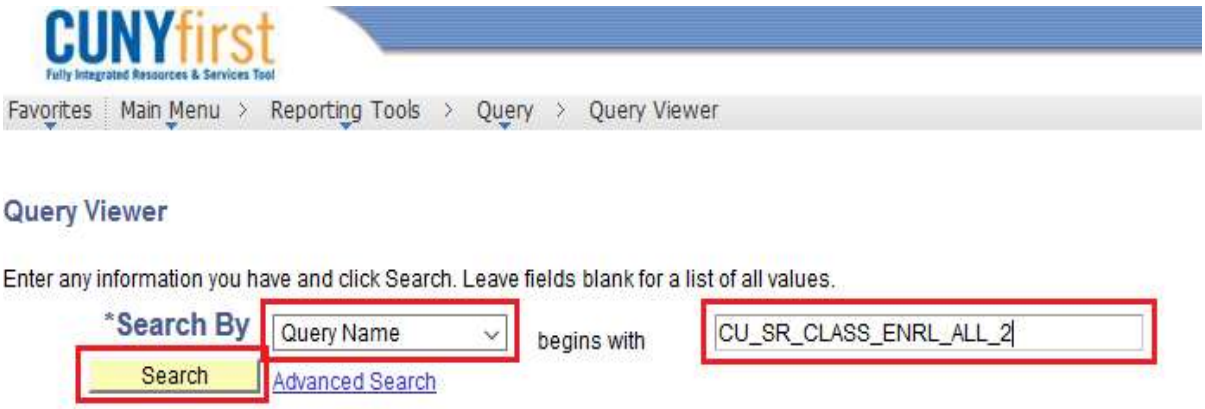
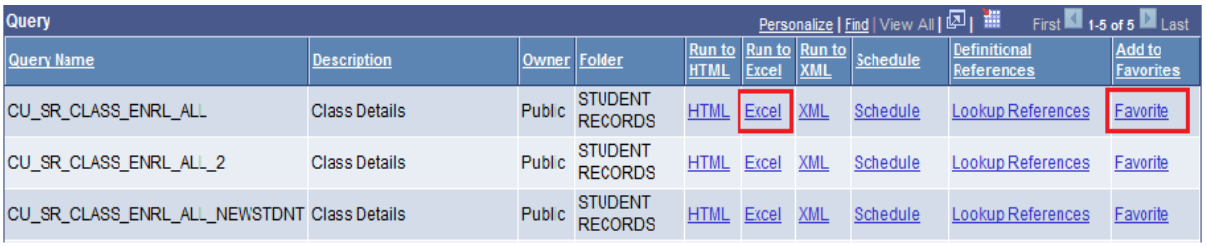
Instructions on How to Run Queries in CUNYfirst:

Step	Action
1.	Log into CUNYfirst at https://home.cunyfirst.cuny.edu. From the CUNYfirst homepage, click the HR/Campus Solutions link 
2.	Click the Reporting Tools link 
3.	Click the Query link
4.	Click the Query viewer link

5.	Searching for Queries 1. Select Query Name from the “Search by:” drop down box 2. In the “begins with” box, type the name of the query you would like to run 3. Click “Search” Note: If you do not know the name of the query, please use the “Advance Search” link, which will give you more options to search by. Also, wildcard (%) can be used to search for queries. 
6.	Viewing and Running Queries 1. To add your query to your “My Favorite Queries”, click the “Favorite” link under the “Add to Favorites” 2. Click “Excel” link to view the results