



LEHMAN
COLLEGE

CUNY

Office of the Registrar

How to View/ Update Personal Information in CUNYfirst 9.2

Student Instructions

Students can view or update their personal information, to include preferred name, mailing address, phone number and email address, in CUNYfirst



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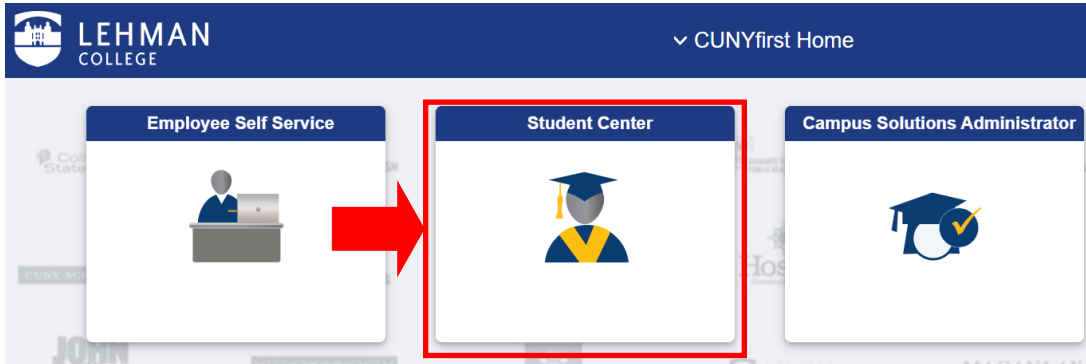
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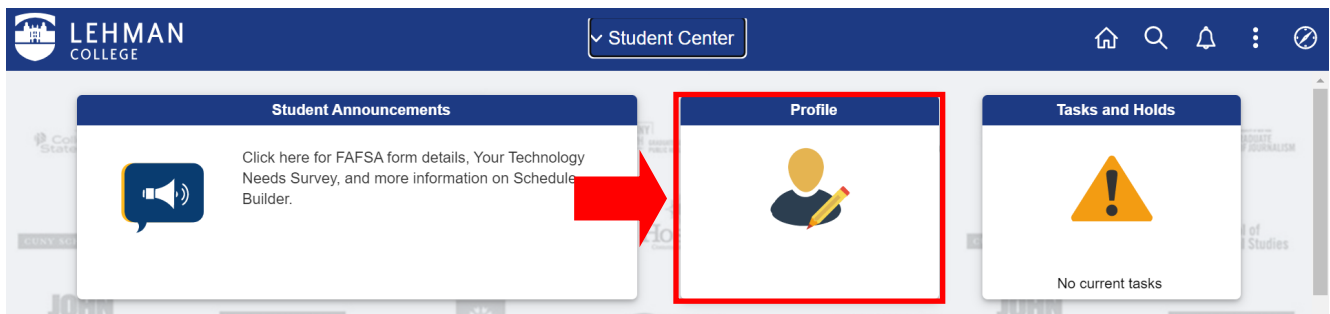
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HOW TO VIEW YOUR PERSONAL INFORMATION IN CUNYFIRST

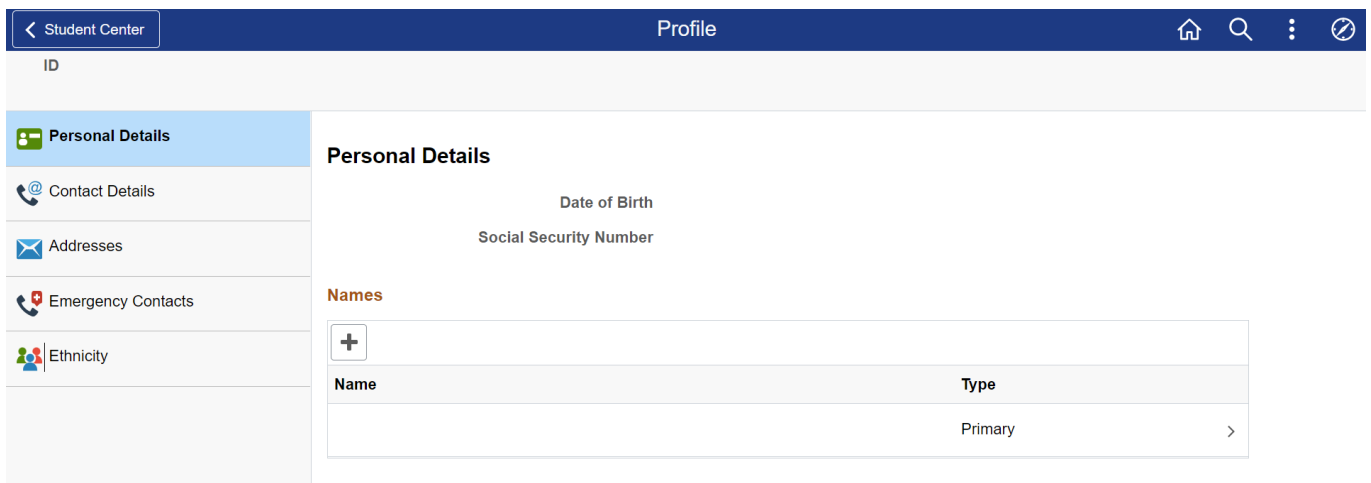
1. Log onto [CUNYfirst](#) and from your **CUNYfirst Home** Page, click on the “**Student Center**” tile



2. Click on the “**Profile**” tile



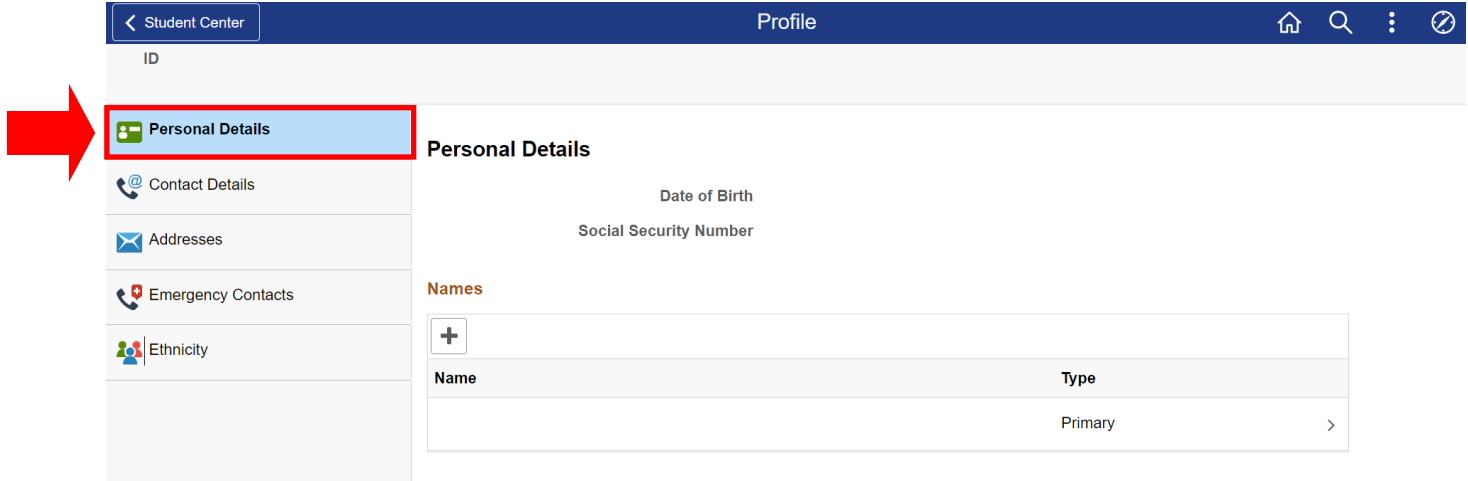
3. Once you click on the Profile tile, your Personal Details, Contact Details, Addresses, Emergency Contacts, and Ethnicity will be displayed.



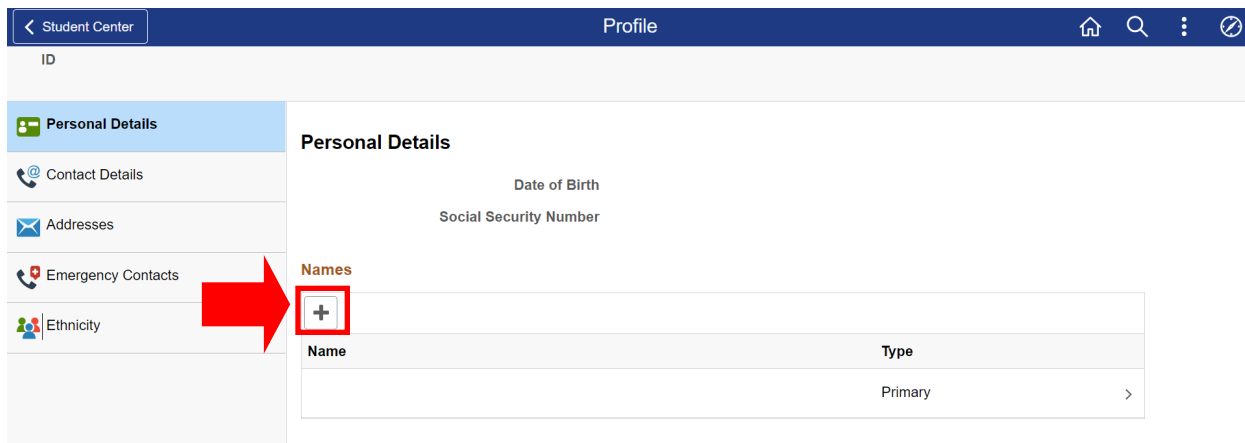
HOW TO EDIT YOUR PREFERRED NAME IN CUNYFIRST

Students can view or update their preferred name in CUNYfirst. A preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, students may identify a preferred name to be recorded in the student system. Documents and records that may display a preferred name include, among other things, course rosters, student identification cards, student email addresses, and other documents issued by the University. To change the name that is displayed/reflected on official academic records, diploma, or transcripts, students must follow the instructions on the [Personal Data Change Request Form](#) available in the Office of the Registrar. Official and legal name changes require specific documentation outlined on that form.

1. From the “**Profile**” tile, click on “**Personal Details**” on the left-hand side navigation



2. To add a preferred name, click on the “+” icon under “**Names**”



3. Type in your preferred **First Name** (students cannot change their legal last name with this method). Indicating the preferred **Prefix**, **Middle Name**, or **Suffix** is at the discretion of the student, but is not required. Click on “**Save**” to add the preferred name to your record.

The screenshot shows a form titled "Add Name". At the top left is a "Cancel" button and at the top right is a "Save" button, both highlighted with red boxes and red arrows. The form contains the following fields:

- Type: Preferred
- *Name Format: English (dropdown)
- Prefix: (dropdown)
- *First Name: (text input field, highlighted with a red box and a red arrow)
- Middle Name: (text input field)
- *Last Name: Doe (text input field)
- Suffix: (dropdown)

4. Once you click on Save, your Preferred Name will be displayed in your Personal Details

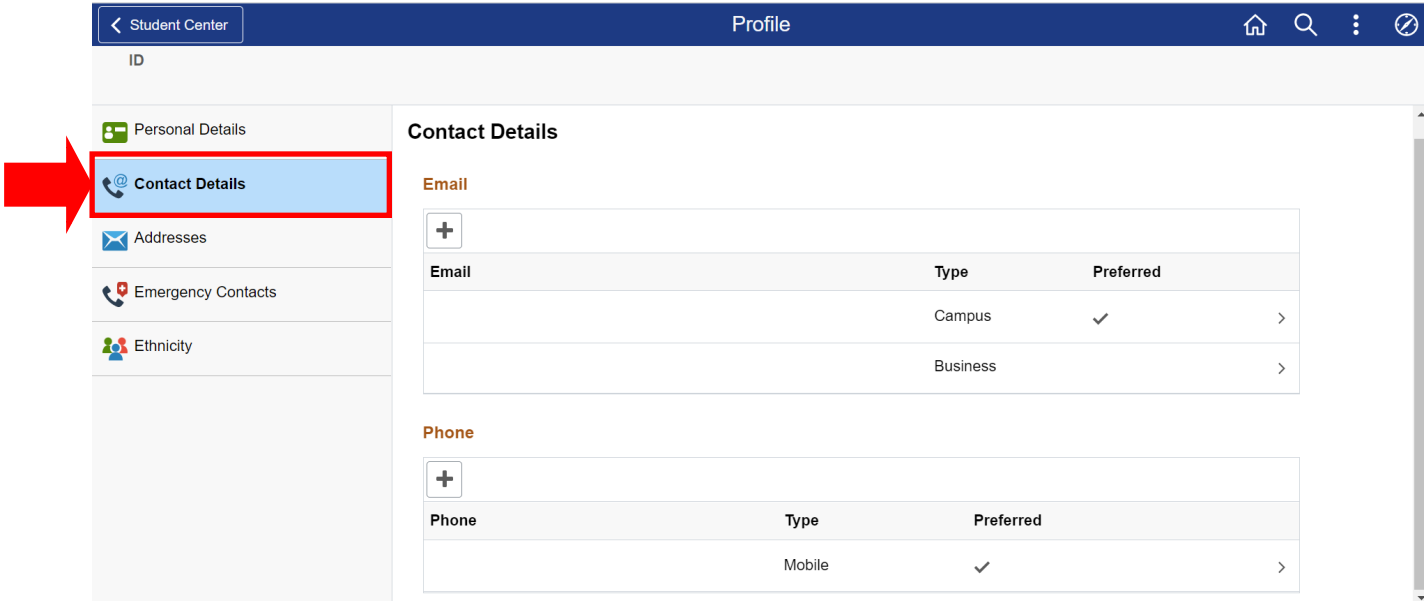
The screenshot shows a student profile page. The top navigation bar includes "Student Center", "Profile", and icons for home, search, and settings. The main content area is divided into a sidebar and a main panel. The sidebar has a "Personal Details" section with sub-items: Contact Details, Addresses, Emergency Contacts, and Ethnicity. The main panel shows "Personal Details" with fields for "Date of Birth" and "Social Security Number". Below this is a "Names" section with a table:

Name	Type
Denise Smith	Primary >
Jane Smith	Preferred >

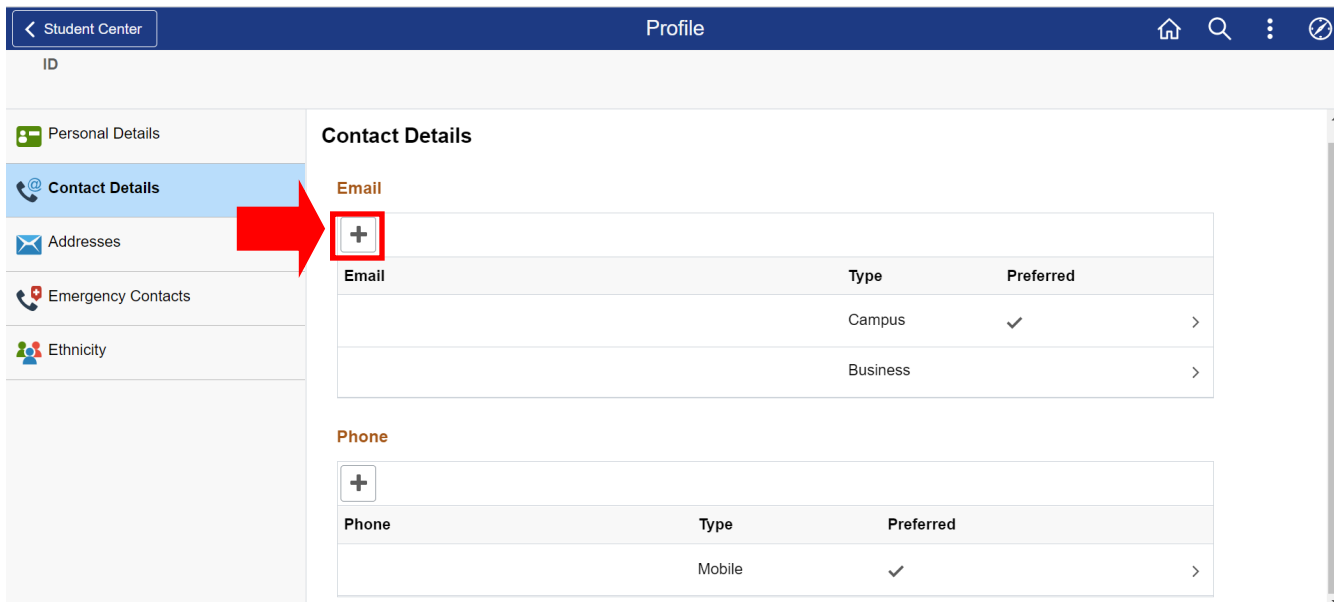
The "Jane Smith" row is highlighted with a red box and a red arrow.

HOW TO EDIT YOUR EMAIL ADDRESS IN CUNYFIRST

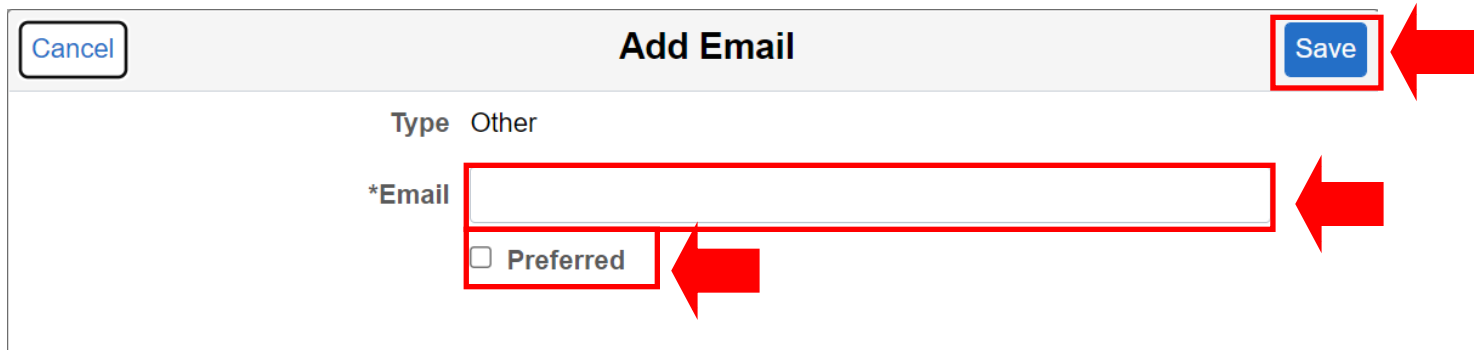
1. From the **“Profile”** file, click on **“Contact Details”** on the left-hand side navigation



2. To add an email address, click on the **“+”** icon under **“Email”**

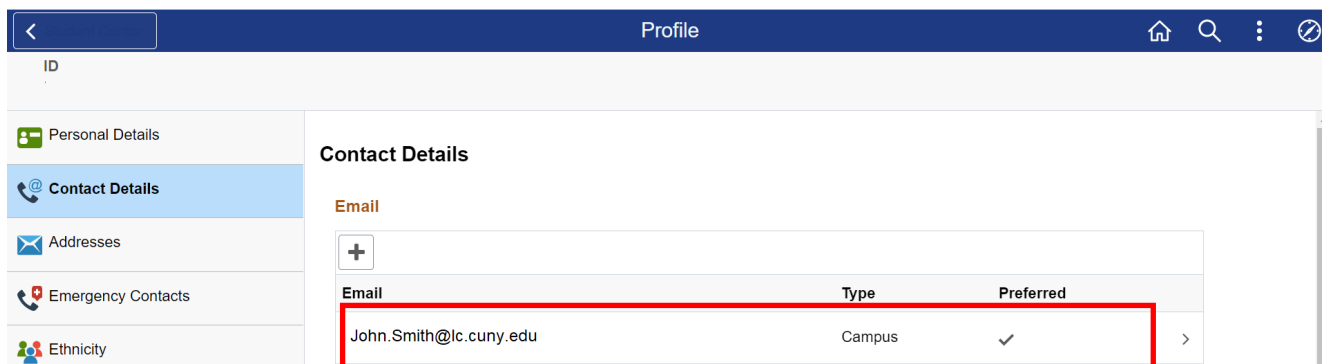


3. Type in the new email address. To indicate if this is your preferred email, click on the checkbox next to “Preferred.” Click on “Save” to add the email address to your record.



The screenshot shows the 'Add Email' form. At the top left is a 'Cancel' button. At the top right is a 'Save' button, which is highlighted with a red box and a red arrow pointing to it from the right. Below the title, there is a 'Type' dropdown menu currently set to 'Other'. Below that is a label '*Email' followed by a text input field, which is also highlighted with a red box and a red arrow pointing to it from the right. Below the input field is a checkbox labeled 'Preferred', which is also highlighted with a red box and a red arrow pointing to it from the right.

4. Once you click on Save, your email will be displayed in your Contact Details

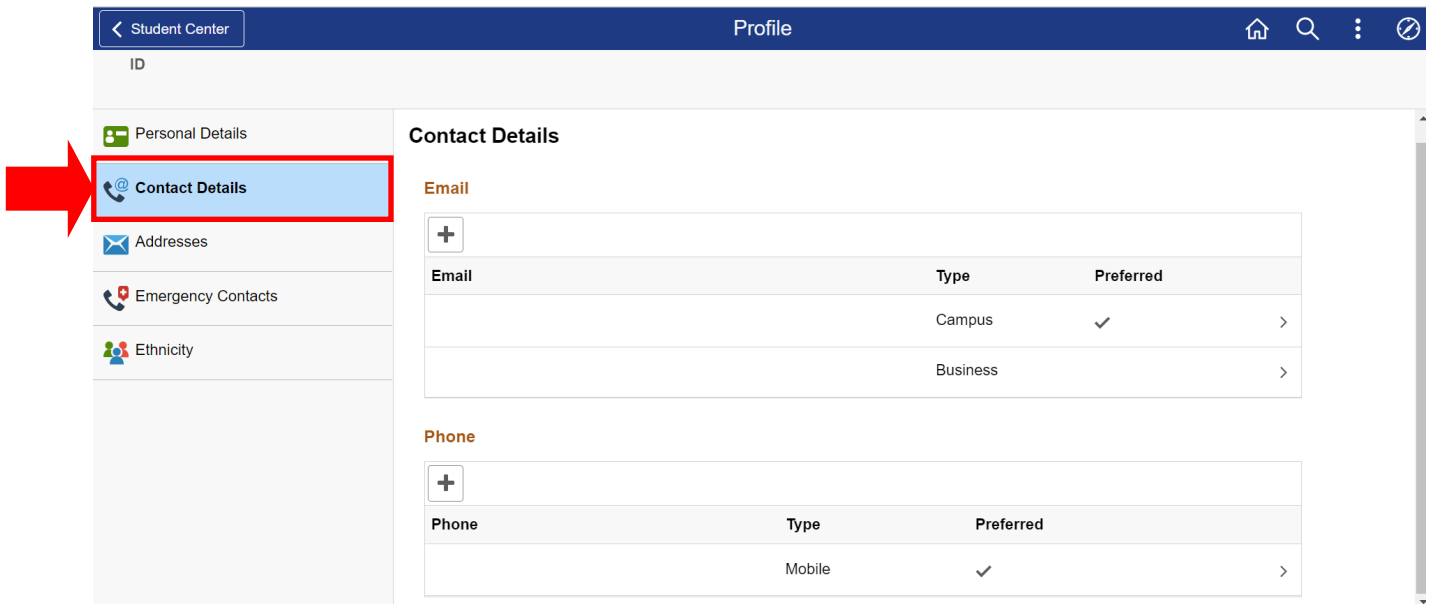


The screenshot shows a user profile page titled 'Profile'. On the left is a sidebar with navigation options: 'Personal Details', 'Contact Details' (selected), 'Addresses', 'Emergency Contacts', and 'Ethnicity'. The main content area is titled 'Contact Details' and has a sub-section 'Email'. Below this is a table with columns 'Email', 'Type', and 'Preferred'. The table contains one entry: 'John.Smith@lc.cuny.edu' with 'Campus' as the type and a checkmark in the 'Preferred' column. This entry is highlighted with a red box.

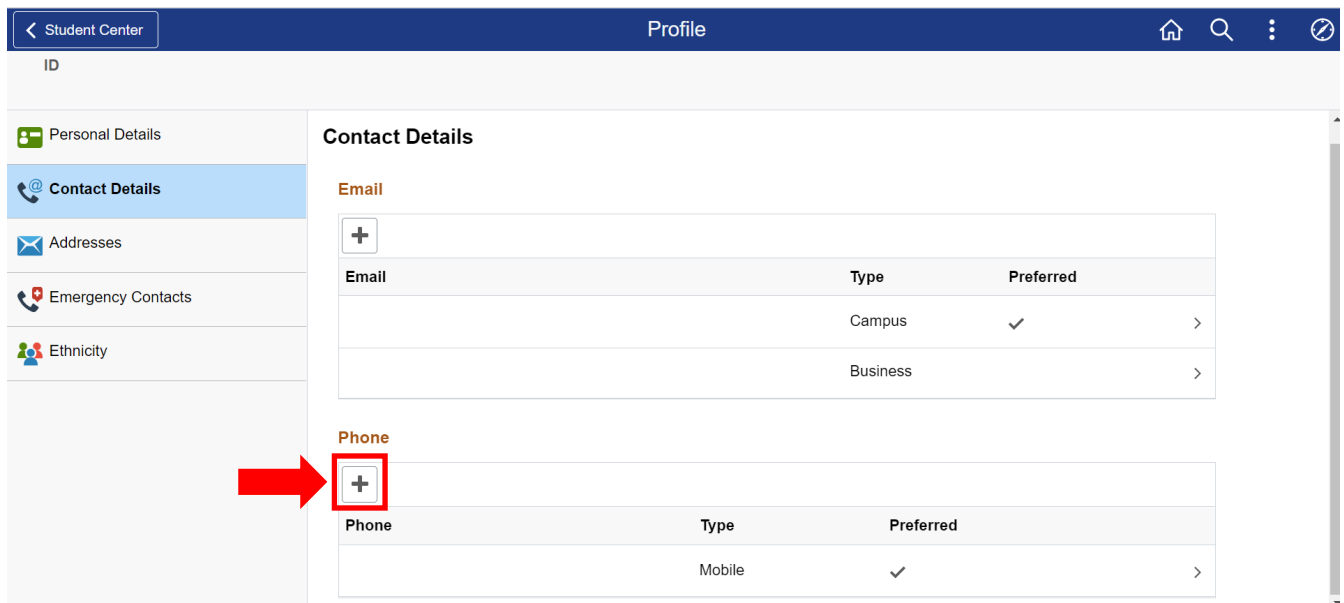
Email	Type	Preferred
John.Smith@lc.cuny.edu	Campus	✓

HOW TO ADD A PHONE NUMBER IN CUNYFIRST

1. From the “Profile” tile, click on “Contact Details” on the left-hand side navigation



2. To add a phone number, click on the “+” icon under “Phone.”



3. Input the phone **Type**, **Country Code**, **Phone number**, and **Extension** (if necessary). To indicate if this phone number is your preferred phone number, click on the checkbox next to “**Preferred.**” Once all the information has been listed, click on **Save** to add the phone number to your record.

The screenshot shows a form titled "Add Phone" with a "Cancel" button on the top left and a "Save" button on the top right. The form contains the following fields and options:

- *Type: A dropdown menu.
- Country Code: A text input field.
- *Phone Number: A text input field.
- Extension: A text input field.
- Preferred
- Enable Texts

Red arrows point to the "Save" button, the input fields, and the "Preferred" checkbox.

4. Once you click on Save, your phone number will be displayed in your Contact Details

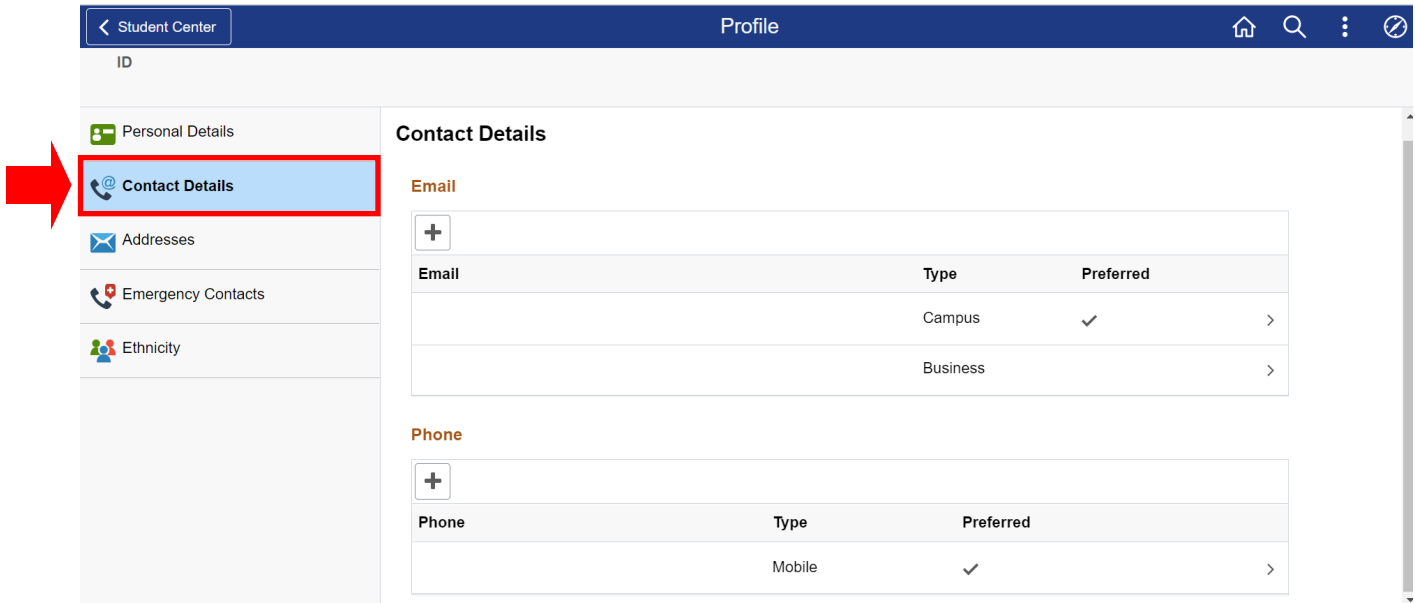
The screenshot shows the "Profile" page with a sidebar on the left containing "Personal Details", "Contact Details", "Addresses", "Emergency Contacts", and "Ethnicity". The "Contact Details" section is active and displays a table of phone numbers.

Phone	Type	Preferred	
123/456-7891	Mobile	✓	>

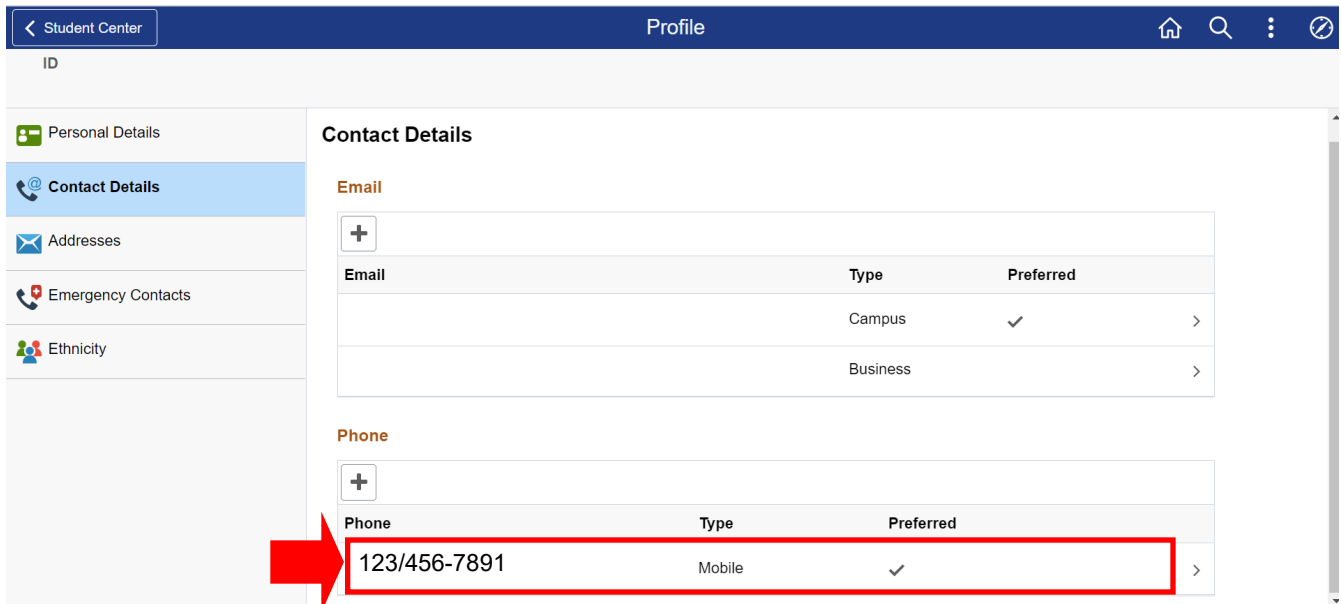
The phone number "123/456-7891" is highlighted with a red box.

HOW TO EDIT AN EXISTING PHONE NUMBER IN CUNYFIRST

1. From the “**Profile**” file, click on “**Contact Details**” on the left-hand side navigation



2. To edit a phone number, hover over the phone number you want to change and click on it.



3. Input the phone **Type**, **Country Code**, **Phone number**, and **Extension** (if necessary). To indicate if this phone number is your preferred phone number, click on the checkbox next to "**Preferred**." Once all the information has been listed, click on **Save** to add the edited phone number to your record.

The screenshot shows the 'Edit Phone' form. At the top left is a 'Cancel' button and at the top right is a 'Save' button, both highlighted with red boxes and red arrows. The form contains the following fields and options:

- Type: Mobile
- Country Code: [Input field]
- *Phone Number: [Input field]
- Extension: [Input field]
- Preferred
- Enable Texts
- Delete button at the bottom center.

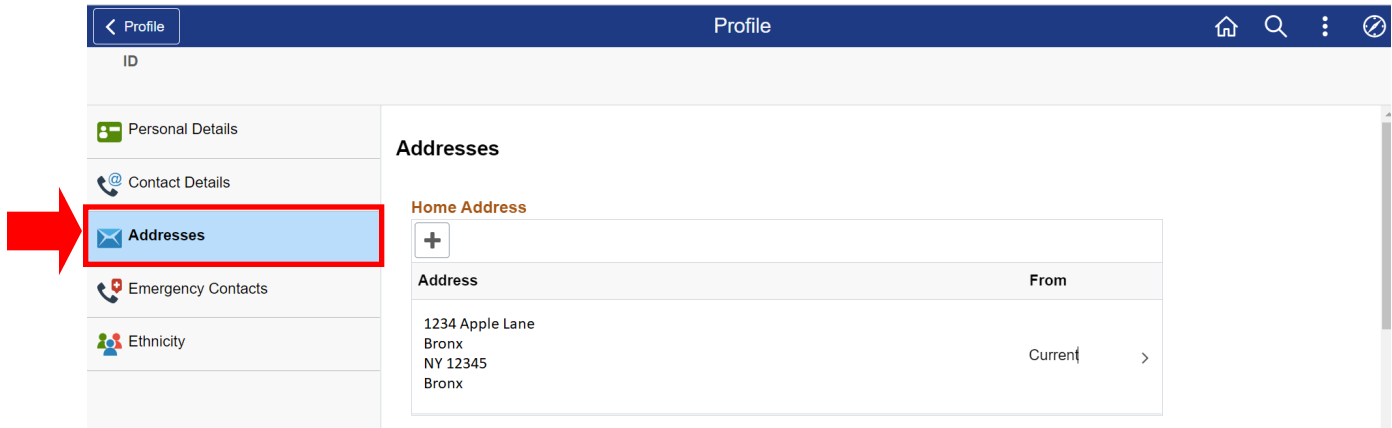
4. Once you click on Save, the edited phone number will be displayed in your Contact Details

The screenshot shows the 'Contact Details' page. The 'Phone' section is highlighted with a red box and contains the following table:

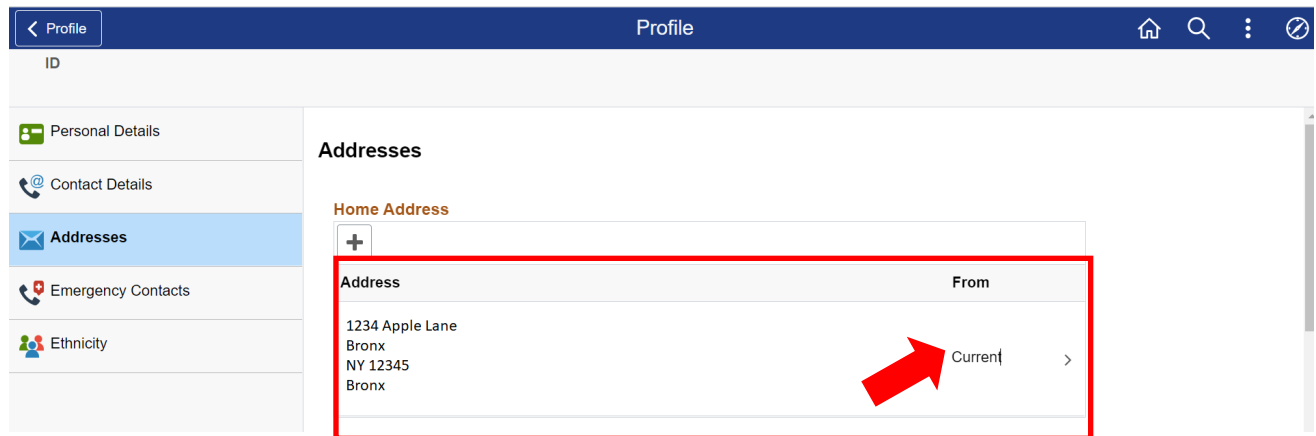
Phone	Type	Preferred	
123/456-7891	Mobile	✓	>

HOW TO EDIT YOUR ADDRESS IN CUNYFIRST

1. From the “**Profile**” tile, click on “**Addresses**” on the left-hand side navigation



2. To edit the current address on file, hover over the address you want to change (Home Address, Mailing Address, Billing Address, etc) and click on it.



3. Edit the fields to reflect your updated address. Once all the information has been listed, click on **Save** to update the address on your record.

The screenshot shows a form titled "Edit Address" with a "Cancel" button on the left and a "Save" button on the right. The form contains several input fields: "Type" (set to "Home"), "*Country" (with a search icon), "*Address 1", "Address 2", "Address 3", "City", "State" (with a search icon), "Postal", and "County". A red box highlights the "Save" button, and another red box highlights the entire address input section. A red arrow points to the "Save" button, and another red arrow points to the address input section.

4. Once you click on Save, the edited address will be displayed in Addresses

The screenshot shows a "Profile" page with a sidebar on the left containing "Personal Details", "Contact Details", "Addresses", "Emergency Contacts", and "Ethnicity". The "Addresses" section is active, showing a "Home Address" with a "+" icon. The address details are: "6789 Pear Street", "Bronx", "NY, 12345", "Bronx". The "From" field is set to "Current" with a right arrow. A red box highlights the address details.

NOTE: Students using this option will only have access to change their billing, mailing and home mailing address types. To change your permanent address, students must submit the [Personal Data Change Request Form](#) to the Office of the Registrar.