Step by Step Guide to Register for Classes with

Fernando Alban
Step 1: Login your CUNYfirst account.

**Link:** [cunyfirst.cuny.edu](cunyfirst.cuny.edu)

**Note:** If you do not have an account click "New User" and if you forgot your account click "Forgot Password" to recover it (you will need your student ID number to be able to recover it).
Step 2: After you log in, click the **Student Center** link in the CUNYfirst menu.
Step 3: After opening the **Student Center** scroll down to the Academics section and click “Launch Schedule Builder.”
Step 4: After Launching the Schedule Builder, a new window is going to open and it is going to ask you to select a term to create a schedule.
Step 5: After selecting the term you need to select the college that you want to find classes for. Also, select the instruction mode that you prefer.
Step 6: Search the class that you want to enroll by typing the course name or course code.
Step 7: Schedule Builder is going to prompt you with all the available classes for your search. Then, you would have to select which class is more convenient for you depending on the day and time of the class.
Step 8: After finding a class, click on “Class Details” to be able to check your class information, such as its description, seats available, classroom, and instruction mode.
Step 9: If you want to find a new class, first click on the previous classes that you found so they are pinned. The pinned condition will not allow the classes to be moved. If you want to remove the pin, just click on the class one more time.
Step 10: After finding all your classes scroll down and click the bottom "Get This Schedule."
Step 11: Make sure that everything is correct with your classes, such as the day and time, classroom number, and college. After that make sure that all the classes have the “Enroll” action. Finally, click “Do Action” and all your classes are going to be enrolled.