

**GUIDE TO ENHANCED FINANCIAL AID SELF-SERVICE
INFORMATION IN CUNYfirst**

The CUNYfirst Student Center provides an easy way to access, view, and manage your financial aid information over the Internet. This booklet provides information on the new features in Self-Service :

**CLAIMING YOUR CUNYFIRST ACCOUNT****VIEWING YOUR FINANCIAL AID "TO DO"
LIST****VIEWING YOUR FINANCIAL AID AWARDS****ACCEPTING OR DECLINING YOUR FEDERAL
WORK-STUDY OR FEDERAL PERKINS LOAN****VIEWING YOUR PENDING AID AND PAST
PAYMENTS****ADDING YOUR BANK ACCOUNT AND
ENROLLING IN DIRECT DEPOSIT**



CLAIMING YOUR CUNYfirst ACCOUNT

To view your financial aid payments and pending financial aid in your Student Self-Service, you must first claim your CUNYfirst Account.

NOTE: If you have already claimed your CUNYfirst account, it is not necessary to do the account process again. You can go to page 3 for Viewing Your Financial Aid "To Do" List.

To claim your CUNYfirst Account:

CUNY The City University of New York

identity MANAGEMENT

CUNYfirst is the City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Signing on to **CUNYfirst** - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more. It will give faculty additional tools to enhance their interaction with students. It is also designed to give staff access to powerful processes that connect with the finance, student administration and human resources functions necessary to operating the nation's largest urban university.

Username:

Password: **OK**

[Forgot your password?](#)

[Change Password](#)

[First time users](#)

1. Go to: <https://home.cunyfirst.cuny.edu> and click "First time users".
2. Enter the required information and click **OK**.
3. Select your **Challenge Questions and Answers** – you need to select five of the questions.
4. **Choose Your Password** — you must then confirm your choice of password by reentering it.

Password Requirements: at least 8 characters long, at least 1 uppercase letter AND at least one numeric OR one special character. Your password will expire every 90 days so you will need to create a new password at that time.

5. Your CUNYfirst account is now activated. You will get a confirmation page which you may print for your records.



VIEWING YOUR FINANCIAL AID "TO DO" LIST

After you have filed your financial aid applications, the "To Do" list in your CUNYfirst Self-Service Student Center will alert you to any outstanding items with your record that must be finalized to complete your financial aid package.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**. In the **To Do List** section, you will see a list of outstanding items. Click the details link to see more information.



STEP# 4: Review the current outstanding items with your financial aid applications. You may find it helpful to sort and filter by institution to ensure you are viewing items related to your college.

NOTE: If you will be attending Brooklyn College, you are only required to resolve the items listed for Brooklyn College. Any unresolved items listed for other CUNY Colleges will not prevent you from finalizing your Financial Aid or conducting other business at BROOKLYN COLLEGE.

View your To Do Items by

Due Date

Institution

Function

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
Confirmation of U.S. Citizensh	04/20/2014	Initiated	Brooklyn College	Financial Aid
Parent marital status	04/20/2014	Initiated	Brooklyn College	Financial Aid
2014 V1 Dep Verification Wrk	04/20/2014	Initiated	Brooklyn College	Financial Aid
2013 Std Fed Tax Trns	04/20/2014	Initiated	Brooklyn College	Financial Aid
2013 Parent(s) Fed Tax Trns	04/20/2014	Initiated	Brooklyn College	Financial Aid

By clicking on each **To Do Item**, you can view the details concerning the item, including the office contact information, and instructions on how to resolve the item.

NOTE: You must resolve each To Do item on your Item List. Failure to resolve the items will delay final processing and awarding of your financial aid.

Function		go		
Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
Confirmation of U.S. Citizenship	04/20/2014	Initiated	Brooklyn College	Financial Aid
Parent marital status	04/20/2014	Initiated	Brooklyn College	Financial Aid
2014 V1 Dep Verification Wrk	04/20/2014	Initiated	Brooklyn College	Financial Aid

The instructions on the **To Do Item Detail** may ask you to download and submit a form to the Financial Aid Office. To access the form, you may need to copy and paste the web address in the browser. Click on **Return** to go back to your Item List.

To Do Item Detail

2014 V1 Dep Verification Wrk

Aid Year: 2015

Academic Institution: Brooklyn College

Administrative Function: Financial Aid

Due Date: 04/20/2014

Contact: Brooklyn College

Department: Financial Aid Office

Phone: 718/951-5051

finaid@brooklyn.cuny.edu

[Brooklyn College](#)

Description

Your FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION. You and your parents must complete, sign, and submit a "2014-2015 Standard Verification V1 Dependent Worksheet" to the Financial Aid Office at your college. The form is available on the CUNY website at: <http://www.cuny.edu/admissions/financial-aid/FinancialAidForms.html>

[Return](#)



VIEWING YOUR FINANCIAL AID AWARDS

Your Student Center provides information about your financial aid awards. These are listed for the entire academic year and also broken down by term.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **View Financial Aid** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

Financial Aid		
Select Aid Year to View		
Click the aid year you wish to view		
Aid Year	Institution	Aid Year Description
2015	Brooklyn College	Financial Aid Year 2014-2015

STEP# 6: On the **Award Summary** page, you will be able to view the total aid for the entire academic year and by individual terms. In the **Terms** section, there are hyperlinks for more detailed information which are discussed in the next steps. **Note: Upcoming year will appear as "Federal Aid Year 2014-2015".**

Financial Aid

Award Summary

Federal Aid Year 2013-2014

Select the term hyperlinks below to see more detailed information.

Aid Year

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Federal SEOG Spring	Grant	175.00	175.00
Federal SEOG Fall	Grant	175.00	175.00
Federal Work Study Spring	Work/Study	900.00	900.00
Federal Work Study Fall	Work/Study	900.00	900.00
Initial TAP-Fall	Grant	2,050.00	2,050.00
Aid Year Totals		9,845.00	9,845.00

Currency used is US Dollar.

[Full-Yr Financial Aid Summary](#)

ACCEPT/DECLINE AWARDS

[Loan Counseling](#)

Terms

2014 Spring Term

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Federal SEOG Spring	Grant	175.00	175.00
Federal Work Study Spring	Work/Study	900.00	900.00
Term Totals		3,897.50	3,897.50

2013 Fall Term

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Federal SEOG Fall	Grant	175.00	175.00
Federal Work Study Fall	Work/Study	900.00	900.00
Initial TAP-Fall	Grant	2,050.00	2,050.00
Term Totals		5,947.50	5,947.50

Currency used is US Dollar.

STEP# 7: By clicking on the **Full-Yr Financial Aid Summary** link, you will be able to see your **Estimated Financial Aid Budget** for the academic year.

Financial Aid	
Full-Yr Financial Aid Summary	
Financial Aid Year 2014-2015	
The information below is a calculation of your estimated need.	
Estimated Financial Aid Budget	13,782.00
Expected Family Contribution	1,163.00
Estimated Need	12,619.00
Total Aid	0.00
Currency used is US Dollar.	
This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.	

STEP# 8: Click on the hyperlinked budget amount to see your **Estimated Financial Aid Budget Breakdown** by term.

Financial Aid	
Estimated Financial Aid Budget	
Financial Aid Year 2014-2015	
Listed below is an estimate of items used to determine your costs.	
Estimated Financial Aid Budget Breakdown	
2015 Spring Term	
Category Description	Amount
Books and Supplies	652.00
Activity Fees	113.00
Consolidated Fees	15.00
Technology Fee	125.00
Housing	959.00
Lunch	574.00
Loan Fees	29.00
Personal Expenses	899.00
Transportation	510.00
Tuition	3,015.00

STEP# 9: Return to the **Award Summary** page and, in the **Terms** section click the **View Scheduled Disbursement Dates** link. **Note: Upcoming year will appear as “2014 Fall Term and 2015 Spring Term”.**

Terms			
2014 Spring Term		View Scheduled Disbursement Dates	
Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Federal SEOG Spring	Grant	175.00	175.00
Federal Work Study Spring	Work/Study	900.00	900.00
Term Totals		3,897.50	3,897.50
2013 Fall Term		View Scheduled Disbursement Dates	
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Federal SEOG Fall	Grant	175.00	175.00
Federal Work Study Fall	Work/Study	900.00	900.00
Initial TAP-Fall	Grant	2,050.00	2,050.00
Term Totals		5,947.50	5,947.50

The **Scheduled Disbursements** page displays the projected dates for disbursement of your financial aid awards.

NOTE: To view your actual disbursements, access **Account Inquiry** from the link at the bottom of the screen. **Note: Upcoming year will appear as “Federal Aid Year 2014-2015”.**

Financial Aid					
Scheduled Disbursements					
Federal Aid Year 2013-2014					
2013 Fall Term					
To view actual disbursements to your financial account, access Account Inquiry.					
Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal PELL Grant Fall	Grant	1,411.25	0.00	1,411.25	08/19/2013
	Grant	1,411.25	0.00	1,411.25	09/23/2013
Federal SEOG Fall	Grant	175.00	0.00	175.00	09/23/2013
Initial TAP-Fall	Grant	2,050.00	0.00	2,050.00	08/19/2013
Term Totals		5,047.50	0.00	5,047.50	
Currency used is US Dollar.					
If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.					
Account Inquiry					



ACCEPTING OR DECLINING YOUR FEDERAL WORK-STUDY AND FEDERAL PERKINS LOAN

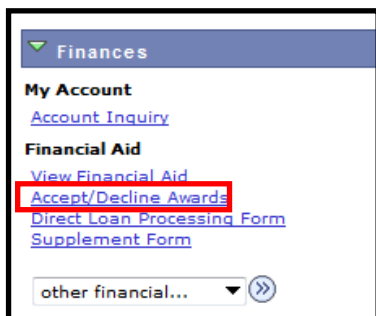
You are required to either accept or decline certain types of financial aid awards, such as Federal Perkins Loan or Federal Work-Study.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>

STEP# 2: Select **HR/Campus Solutions** from the left menu

STEP# 3: Navigate to **Self Service** followed by **Student Center**

STEP# 4: In the **Finances** section, click the **Accept/Decline Awards** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

Financial Aid		
Select Aid Year to View		
Click the aid year you wish to view		
Aid Year	Institution	Aid Year Description
2015	Brooklyn College	Financial Aid Year 2014-2015

STEP# 6: Review your entire awards package. Notice that some of your awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. Note: If you wish to decline your PELL, TAP or SEOG award, you must speak to the Financial Aid Office at your college.

If you are awarded Federal Work-Study or Federal Perkins Loan, you **MUST** accept your award(s) by checking the "Accept" checkbox for each award. After checking Accept or Decline, do not forget to hit the **SUBMIT** button at the bottom of the page.

NOTE: If you do not indicate acceptance of your Federal Work-Study or Federal Perkins Loan, you risk losing the awards.

Last Updated: 12/11/2013 7:16:27PM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Work Study Spring	Work/Study	Undergraduate	900.00	900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study Fall	Work/Study	Undergraduate	900.00	900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Fall	Grant	Undergraduate	2,822.50	2,822.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Spring	Grant	Undergraduate	2,822.50	2,822.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initial TAP-Fall	Grant	Undergraduate	2,050.00	2,050.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Fall	Grant	Undergraduate	175.00	175.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Spring	Grant	Undergraduate	175.00	175.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			9,845.00	8,045.00		

Currency used is US Dollar.

[accept all](#)
[decline all](#)
[clear all](#)
[update totals](#)

SUBMIT

Click on the Award hyperlink to receive more detailed information about the award and its requirements. Below is an example of the Federal Work Study detail screen. **Note: Upcoming year will appear as "Federal Aid Year 2014-2015".**

Federal Aid Year 2013-2014

Award: Federal Work Study Fall Category: Work/Study

Disbursement Date	Description	Award Amount
09/23/2013	2013 Fall Term	900.00

Currency used is US Dollar.

Message

- You must be registered for at least six credit hours.
- You must find an eligible part-time job (job listings are available in the financial aid office).
- You must complete all required FWS forms.
- You must be in good academic standing in your college with a 2.0 GPA (C Average) or higher after two years of enrollment



VIEWING YOUR PENDING AID AND PAST PAYMENTS

The following steps provide instructions on how to view your pending financial aid and past financial aid payments in CUNYfirst Self-Service.

NOTE: Financial aid that is "**pending**" means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it hasn't actually been paid out.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Account Inquiry** link to see the details of the **Account Summary**.

Finances

My Account

Account Inquiry

other financial... »

Account Activity
Charges Due
Payments
Pending Financial Aid
other financial...

Account Summary

You owe 250.00.

- Due Now 250.00
- Future Due 0.00

**** You have a past due balance of 250.00. ****

Currency used is US Dollar.

Account Inquiry | **Electronic Payments/Purchases** | **Account Services**

summary | **activity** | **charges due** | **payments** | **pending aid**

Account Summary

You owe 2,258.55. For the breakdown, access [Charges Due](#)

- Due Now 138.70
- Future Due 2,119.85

**** You have a past due balance of 138.70. ****

What I Owe				
Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
2011 Spring Term	10.00			10.00
2011 Fall Term	128.70			128.70
2012 Fall Term	2,119.85		1,519.85	600.00
2013 Spring Term			825.00	
Total	2,258.55		2,344.85	738.70

STEP# 5: Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking the “**pending aid**” sub-tab.

Pending Financial Aid		
Award	Term	Amount
CD Fees	2012 Fall Term	69.85
Federal SEOG	2012 Fall Term	200.00
Federal Pell Grant	2012 Fall Term	1,250.00
Federal SEOG	2013 Spring Term	200.00
Federal Pell Grant	2013 Spring Term	312.50
Federal Pell Grant	2013 Spring Term	312.50
Total Pending Financial Aid for this view		2,344.85

IMPORTANT NOTE: Your financial aid awards will NOT appear on your **Account Summary** page for at least 1 business day after you complete your initial enrollment. If you make any change to enrollment that affects your financial aid eligibility, your recalculated financial aid awards will not appear until the next business day. If you have pending financial aid that covers your tuition and fee charges in full, you are not required to make a payment to the Bur-sar.

STEP# 6: Once your financial aid has been disbursed, you will see your payment history under the “**payments**” sub-tab.

Payment History		
Date Paid	Payment Type	Paid Amount
03/01/2012	Subsidized Direct Loan	2,239.00
03/01/2012	Unsubsidized Direct Loan	2,985.00
Total Posted Payments for this view		5,224.00



ENROLLING IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps provide instructions on adding a Bank Account on Self-Service and enrolling in Direct Deposit to receive refunds and work study payments.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Campus Finances**.

STEP# 4: Click **Manage My Accounts**.

Account Inquiry Electronic Payments/Purchases Account Services

direct deposit bank accounts

My Accounts

You have not created an account profile. Click the Add Account button to add new account details.

ADD ACCOUNT

STEP# 5: On the **My Accounts** page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After entering the required account information, click the **Next** button at the bottom of the screen.

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the [CUNY Scholar Support card site](#).

Financial Institution Details

Nickname	<input type="text" value="Test Account"/>
Account type	<input type="text" value=""/> ▼
Routing Number	<input type="text" value="011000138"/> BANK OF AMERICA, N.A.
Account Number	<input type="text" value="123456789"/>
Confirm Account Number	<input type="text" value="123456789"/>
Account Holder	<input type="text" value="Test T. Account"/>

[View Sample Check](#)

STEP# 6: To make the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.

Account Inquiry


Electronic Payments/Purchases

Account Services

direct deposit || bank accounts

Manage My Accounts

Result



You have successfully added the account Test Account.

Financial Institution Details

Nickname	Test Account		
Account Type	Checking		
Routing Number	011000138	BANK OF AMERICA, N.A.	
Account Number	XXXXX6789		
Account Holder	Test T. Account		

ENROLL IN DIRECT DEPOSIT

MANAGE MY ACCOUNTS

STEP# 7: On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next**.

direct deposit || bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Select a financial institution to designate as direct deposit

Direct Deposit Distribution

Account Nickname

test account-6789

Help

CANCEL

NEXT

STEP# 8: On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement "Yes, I agree to the terms and conditions of this agreement." and click on **SUBMIT** button.

Enroll in Direct Deposit Agreement

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment.

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-6789	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you. If you would like information about CUNY's Scholar Support Card program, click the Additional Details link below.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements and Work Study payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.

The agreement is dated: 12/12/2011

☒ Yes, I agree to the terms and conditions of this agreement.

CANCEL

BACK

SUBMIT

STEP# 9: The process to Enroll in Direct Deposit is complete!

Enroll in Direct Deposit Result



Congratulations! You are now enrolled in direct deposit.

View the summary below.

Account Nickname

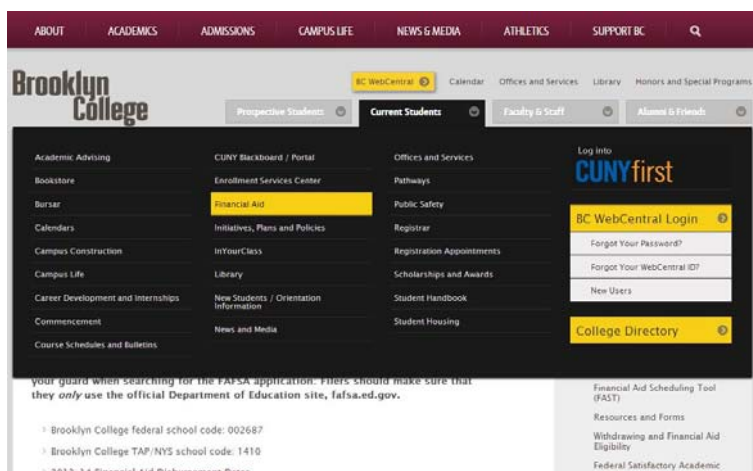
test account-6789

MANAGE MY ACCOUNTS

For More Information

Learn more about the opportunities available to finance your college education by visiting Brooklyn College's Office of Financial Aid Web-site at

<http://www.brooklyn.cuny.edu/financialaid>



Do you have a question about your financial aid application or award status?

E-mail us at: **finaid@brooklyn.cuny.edu** and we will respond promptly to your inquiry (usually within a few business days).

Visit us at: Enrollment Service Center (ESC).

Office of Financial Aid @ ESC	Lobby West Quad Center	718-951-5051
Admissions' Office	222 West Quad	718-951-5001
Bursar's Office	Lobby, West Quad center	718-951-5200
Registrar's Office	306 West Quad center	718-951-5441
Scholarship Office	2nd Floor, West Quad	718-651-4769