Brooklyn College On-Line Resources Reference Page

IMPORTANT WEBSITES:
- **Brooklyn College:** www.brooklyn.cuny.edu
- **CUNYfirst:** https://home.cunyfirst.cuny.edu
- **CUNY:** www.cuny.edu

CLAIMING YOUR BC WEBCENTRAL ACCOUNT:
- You need your EMPLID
- Visit www.brooklyn.cuny.edu
- Click the yellow "BC WebCentral" button at the top
- Click on the green "New Users" button
- Follow the on screen instructions
- Write down your BC Portal log-in and password

DECLARING A MAJOR IN BC WEBCENTRAL PORTAL:
- Visit www.brooklyn.cuny.edu
- Click on BC WebCentral & log-in
- Select the "eServices" tab
- Select "Student Transactions"
- Select "Declare or Change your major, minor, or concentration"
- Click on "Start Application"
- Follow on screen instructions

CLAIMING YOUR CUNYFIRST ACCOUNT:
- You need your date of birth, the last four digits of your social security number, a pen, and paper
- Visit https://home.cunyfirst.cuny.edu
- Click the "First Time Users" link
- Follow the on screen instructions
- Input date of birth with slashes (00/00/0000)
- Write down the 5 security questions, your responses, login, password, and EMPLID number
- **Need help?** Write CUNYfirst@brooklyn.cuny.edu or call 718.951.4200.

HOW TO REGISTER IN CUNYFIRST:
- Visit https://home.cunyfirst.cuny.edu & log-in
- Select "Self Service"
- Select "Student Center"
- Click on "Enroll"
- Search for classes by department
- Select classes by clicking "Select Class"
- Click "Next"
- Each course will be placed in your shopping cart
- Repeat as many times as you need until you have selected all your courses
- Once you have all your classes, click "Enroll" tab
- Click on "Proceed to Step 2 of 3"
- Click on "Finish Enrolling"
- TIP: Adding a class to the shopping cart does not hold the seat. To immediately register in each class as it is selected: follow steps 5 through 8, then steps 11 through 13. Do this as many times as necessary until you have registered for all your classes.

HOW TO PAY YOUR TUITION BILL ON-LINE:
- Visit https://home.cunyfirst.cuny.edu & log-in
- Select "Self Service"
- Select "Student Center"
- Look for "Finances" section
- Click on "Account Inquiry"
- Click on "Make A Payment"
- Select payment method. There is a 2.65% fee for credit cards. There is no fee for using eChecks.
- Follow the remainder of the on-screen instructions
- Payment status appears on "Payment Result" page

CLAIMING YOUR CUNY PORTAL ACCOUNT:
- You need your full name, social security number, and date of birth
- Visit www.cuny.edu
- Click "log-in" at the end of the top navigation bar
- Select "Register for a New Account"
- Select "Current Student"
- Follow the on-screen prompts

FINDING IMPORTANT DATES ON THE BC WEBSITE:
- Visit www.brooklyn.cuny.edu
- Hover over "Academics" on the maroon banner at the very top of the page, a menu will appear
- Select "Course Schedules and Bulletins"
- Under the semester you are interested in, click "Calendar and General Information"
- A PDF "Calendar of Special Dates" will open

THE IMPORTANCE OF EMAIL:
Email BC's primary method of communication . It is important that you keep your email address current. Every student is assigned a Brooklyn College email address. It is up to you if you want to use it or use a personal email account.

HOW TO CHANGE YOUR EMAIL ADDRESS:
- Log-in Brooklyn College WebCentral Portal
- Click on "My Info"
- "Edit" personal email account

ASSISTANCE WITH BC EMAIL OR BC WEBCENTRAL:
- 718.951.HELP (4357)
- Service available Monday – Thursday 8:00 am to 10:30 pm; Friday – Sunday 9:00 am – 5:00 pm.
- Check the status of BC IT systems on-line anytime at www.bc-status.info

RECEIVE TEXT ALERTS FOR IT SYSTEMS
- Visit www.bc-status.info
- Click on the green speech balloon "txt"
- Fill in the on-page form and select which services you wish to be informed about