To change your preferred email address to your campus email address,

1- Log into CUNYfirst.

| CUNY Login |
|---|
| Log in with your <u>CUNY Login credentials</u> If you do not have a CUNYfirst account, see the <u>FAQs</u> . |
| |
| Username |
| firstname.lastname99@login.cuny.edu |
| Password |
| ••••• |
| Log in |
| |
| New User Forgot Username Forgot Password Manage your Account |
| PROTECT YOUR PERSONAL INFORMATION AND PRIVACY |

ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the <u>Acceptable Use of Computer</u> <u>Resources Policy</u>.

Note: Please do not bookmark this page.

2- From the Homepage, click on Student Center.

| Employee Self Service | Manager Self Service | Student Center | Campus Solutions |
|--------------------------------|---------------------------------------|------------------|--------------------------------|
| É | | | T |
| | Calculate Your Cost | CRM Case Archive | |
| | to Attend CUNY cuny.edu/calculator | * | |
| O ● CUNY Holic | o o o II | CUNYfirst | Asintenance |
| dnesday, 6/19/2024 College Cli | osed - No Classes | June 22 Monthly | Maintenance. CUNYfirst will be |

3- From the Student Center, select Profile.

| RE Schedule | Create Schedu | a Personalized Class le that Works for You! ^{cuny.edu/schedulebuilder} " | Profile | Tasks and Holds | Schedule Builder |
|-------------------------------|------------------|---|---------------------|-------------------|----------------------|
| Course Planning and Enrollmer | t | Academic Records | CUNY Direct Deposit | Financial Account | Financial Aid |
| 6 Active Appointments | | | | | |
| Graduation | | Transcript and Verification | Apply To CUNY | Student Tools | DegreeWorks and FACT |
| | | | | | |

- 4- From the Profile page, click on Contact Details.
- 5- If your campus email address is not listed, click the plus (+) sign to add it.
- 6- If it's listed, double-click on it, select the Preferred check box, and click Save.

| Profile | | | | | |
|-----------------------|----------------------------|--|----------|-----------|---|
| ID 10854918 | | | | | |
| Personal Details | Contact Details | | | | |
| Contact Details | Email | | | | |
| Addresses | + | | | | |
| CP Emergency Contacts | Email | | Туре | Preferred | |
| 2 Ethnicity | John.doe@yorkmail.cuny.edu | | Campus | ✓ | > |
| | John.doe@yorkmail.cuny.edu | | Business | | > |
| | - | | | | |

| Cancel | Edit Email Save |
|--------|----------------------------|
| Туре | Campus |
| Email | John.doe@yorkmail.cuny.edu |
| | ✓ Preferred |
| | |
| | |