I. GETTING STARTED: CITIZEN CUNY / PORTAL

1. Log in to Citizen CUNY / CUNY Portal: http://portal.cuny.edu

1.1 Enter your Citizen CUNY / CUNY Portal username and password here; click “Log In.”

1.2 If you do not yet have a Citizen CUNY / CUNY Portal account, you can create one by clicking here.

Tip: After you create a Citizen CUNY / CUNY Portal account, it will take about 24 hours for the system to recognize you as the faculty member of record for your course(s) and allow you to enter your course material information.

2. Check your Primary College in Citizen CUNY / CUNY Portal

Many people teach or work at more than one CUNY campus, or are both a graduate student and an instructor. To access your course materials at a specific CUNY campus, make sure that your Citizen CUNY / CUNY Portal profile lists your primary affiliation as that campus.

2.1 Click “My Profile” to view your profile.
2.2 Make sure that your Primary College is the campus whose BookList records you want to edit.

2.3 If necessary, click "modify" to change your primary college affiliation.

2.4 After you click "Modify," you will be able to select the correct campus from the drop-down menu.
3. Find the BookList icon on your Citizen CUNY / Portal home page

3.1 Click “Faculty / Staff” to return to the Citizen CUNY / CUNY Portal home page.

3.2 Locate the BookList icon on the Citizen CUNY / CUNY Portal home page; click on the icon.