

# Checklist for the First Week at City Tech

After you have visited the First Semester Advisement and enrolled for classes:

## **Get Your City Tech ID Card**



Visit the ID station in LG-24 with a digital or physical copy of your class schedule along with a valid photo ID. Check the times the ID station is open and prepare to stand in line, especially at the beginning of the semester.

## **Activate Your City Tech Email**



Visit the Welcome Center/Help Desk in L-114 to get instructions on how to create your email. You can also have your City Tech email synced to your phone.

## **Update Your CUNYfirst Account**



Visit the Welcome Center/Help desk in L-114 to get instructions on how to access your account. Log in to CUNYfirst through the CUNY website (cuny.edu). Once you have opened your profile in CUNYfirst, check that your personal information is accurate and up to date.

## **Open Blackboard**



Some professors may require you to join their class on Blackboard. Log in to Blackboard through the CUNY website. If you have online or hybrid courses, this step is crucial.

## **Create Your OpenLab Account**



Some professors may require you to join their class on OpenLab. Go to the OpenLab website: <https://openlab.citytech.cuny.edu/> to create your account.

## **Organize Your Books and Materials for Classes**



Find out which books and materials you need for classes and where your professors want you to obtain them. Follow their guidance to purchase or rent them through the City Tech Bookstore on the ground floor of the General Building or to obtain them online.

## **Find Your Way Around Campus**



Before the semester begins, find out where your classes are located. Learn the layout of the campus and its different buildings. Find out about the different offices and opportunities for students. Find the Public Safety office which houses the College's Lost and Found. Visit the City Tech website for maps or see the maps in this Companion.