CUNY Graduate Center
Information Technology

How to Find Your CUNY Employee ID (aka EmplID)

Effective: June 10, 2020
Last Updated: June 10, 2020

The goal of this document is to assist you in finding your CUNY Employee ID (aka EmplID).

Your EmplID is a critical piece of information that connects you to CUNYFirst and CUNY. Depending on your relationship to CUNY, and in this case, to the Graduate Center, there will be different approaches.

I’m a GC Student, where is my EmplID?
You can find your EmplID in CUNYFirst under the Student Center.

1. Go to https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html and login with your CUNYFirst credentials (username usually looks like ‘firstname.lastnameXX@login.cuny.edu’)
2. Once logged in, you’ll see this menu. Go ahead and select ‘Student Center’.

3. In the Student Center screen, you will see your name and some other information. Your EmplID is located right up top opposite your name. See the screenshot below for an example:
I’m an LP² Member, where is my EmplID?
All LP² students should have been sent their Student EmplID. If you did not receive it, please contact the Office of Academic Initiatives and Strategic Innovation for it.

If you’re an LP² Member but also a current CUNY student/faculty/staff, please review some of the other directions in this FAQ to find your EmplID.

If you are an LP² Member but have no affiliation to CUNY at all and are not sure of your EmplID, please contact the Office of Academic Initiatives and Strategic Innovation (engagement@gc.cuny.edu). (Please note that if you are using a EmplID that starts with ’S’, that ID is NOT connected to CUNYFirst. CUNYFirst is only for students who are admitted as undergraduate or graduate students and Faculty/Staff.)

I’m a GC Faculty/Staff member, where is my EmplID?
You can find your EmplID on your compensation history in CUNYFirst.

1. Go to https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html and login with your CUNYFirst credentials (username usually looks like ‘firstname.lastnameXX@login.cuny.edu’)
2. Once logged in, you’ll see this menu. Go ahead and select “Human Capital Management”.
3. In the resulting menu, expand “Self-Service” and “Payroll and Compensation” until you get to “Compensation History”.
4. Click on “Compensation History” and you will see a list of job titles available to you. Select the relevant job title.

5. You will see your CUNY Empl ID on this page.

I’m a RF or other non-tax levy employee, where is my EmplID?
RF and non-tax levy employees do not have CUNYFirst EmplIDs, unless they have a separate appointment with CUNY or a CUNY entity that provides them one under a different job title. In that case, you should follow the directions in this document listed as “I’m a GC Faculty/Staff member, where is my EmplID?”.

Should you have no other appointments, then you will need to contact IT Services in order to get your password reset.