

## How to Access eSIMS

**eSIMS (Electronic Student Information Management System)** is the City University of New York's online student management system. Via **eSIMS**, you will be able to register, view your class schedule, view your unofficial bill, view your financial aid award (if applicable), and view your final grades.

### How to Access eSIMS

You will need to use your CUNY Portal username and password to access eSIMS. Go to the CUNY Portal: <http://portal.cuny.edu> . From that page, you will be able to login to the Portal or create a new Portal account. If you have forgotten your username and/or your password, you will be able to request that information. If you have trouble accessing eSIMS, please contact the Law School's Helpdesk: 718-340-4456 or [tech-support@mail.law.cuny.edu](mailto:tech-support@mail.law.cuny.edu)

After you've logged into the Portal, you'll be taken to My Page. On the left side, you will see a box with the header, SSO Applications for Students. The eSIMS application is listed here. Click it and your eSIMS menu will be brought up. If CUNY School of Law is not listed at the top of the page (which may happen if you've attended another CUNY school), go back to MY Page and on the left side of the panel, you'll see My Profile. Click on My Profile and you'll be taken to a page on which you'll be able to modify your profile. Select CUNY Law School as your Primary Affiliation. Your Primary CUNY Role must be set to Student. Return to My Page and go to the eSIMS application and you should be able to gain access to the system.

Select an option from the menu on the left side of the page:

- Open Sections
- Schedule/Grades
- Registration
- Semester Bill
- Awards
- Sign-off

To register:

- Go to **REGISTRATION** on the left side of the eSIMS menu, and select the appropriate semester.

Type in the **Registration Code** for each course you wish to take. The **Registration Code is the four-digit number** listed on the far left of each section line in the Schedule of Classes. When you are done, click on the **SUBMIT** button. Courses that were successfully added will appear on the screen. If there is a problem with any of your selections, a message will appear above the request. If the course was closed or cancelled, you will be able to check for open sections by clicking on the option to view open sections. If the courses are open, and you have the prerequisites for them, they will appear with the indication **CURRENTLY REGISTERED**. For each course for which you are currently registered, you will see two buttons: **DROP** or

REPLACE. Use these buttons if you wish to drop the course or to replace the course with another course.

**Reviewing Your Schedule**

You can review the courses for which you are currently registered and past semesters with grades by going to the Schedule/Grades option on the menu.

**View Bill**

You can view your unofficial bill and print a copy of it. The official copy of your bill will be available in the Bursar's Office.

**Remember to Sign Off**

In order to protect your privacy, be sure to click the sign-off button after you have finished using eSIMS.