Getting Started

Accessing CUNYsmart

- From any supported browser, enter CUNYsmart URL: cunysmart.cuny.edu.
- Use your CUNYfirst Username and CUNYfirst Password to authenticate.
- For support, contact your College Help Desk.

Entering CUNYsmart

- Default landing page is CUNYsmart Welcome Page.
- CUNYsmart Welcome Page provides:
  - Subject Areas and Data Availability
  - Validation Matrices and Data Quality Dashboard
  - Training and Documentation
  - Glossary, Data Mapping, and Data Load Process
  - Accessibility, Help and Support

Accessing Dashboards

- Dashboards can be accessed by:
  - Clicking Dashboards – Provides List of Available Dashboards
  - Clicking Open – Provides Navigation to Access Dashboards
  - Clicking Home Page – Provides Recent and Most Popular Dashboards

Navigating Dashboard Pages

- Dashboards have one or more pages. Click on tabs to access dashboard pages.
- Each dashboard page has one or more reports.
- Reports are presented through Tables and Graphs.
- Use prompts to limit the data shown.
- Right-click on blue entries to drill down.
- Report links at the bottom of reports for refresh, print and export to Excel or PowerPoint.

Signing Out of CUNYsmart

- Click “Sign Out” at right end of top Navigation Bar.