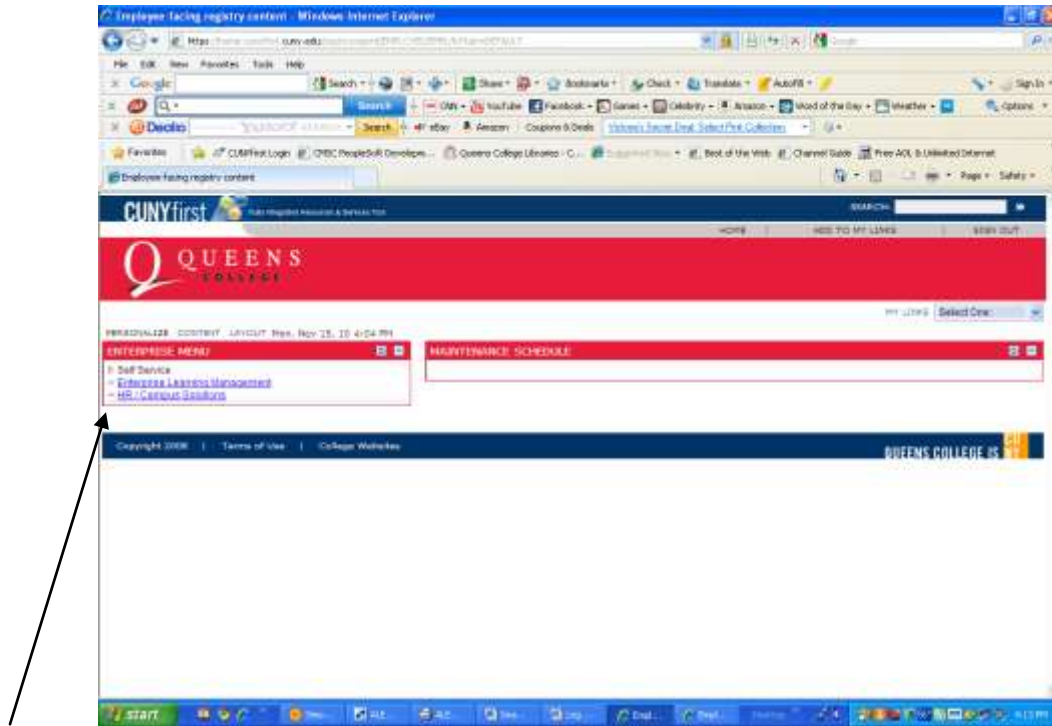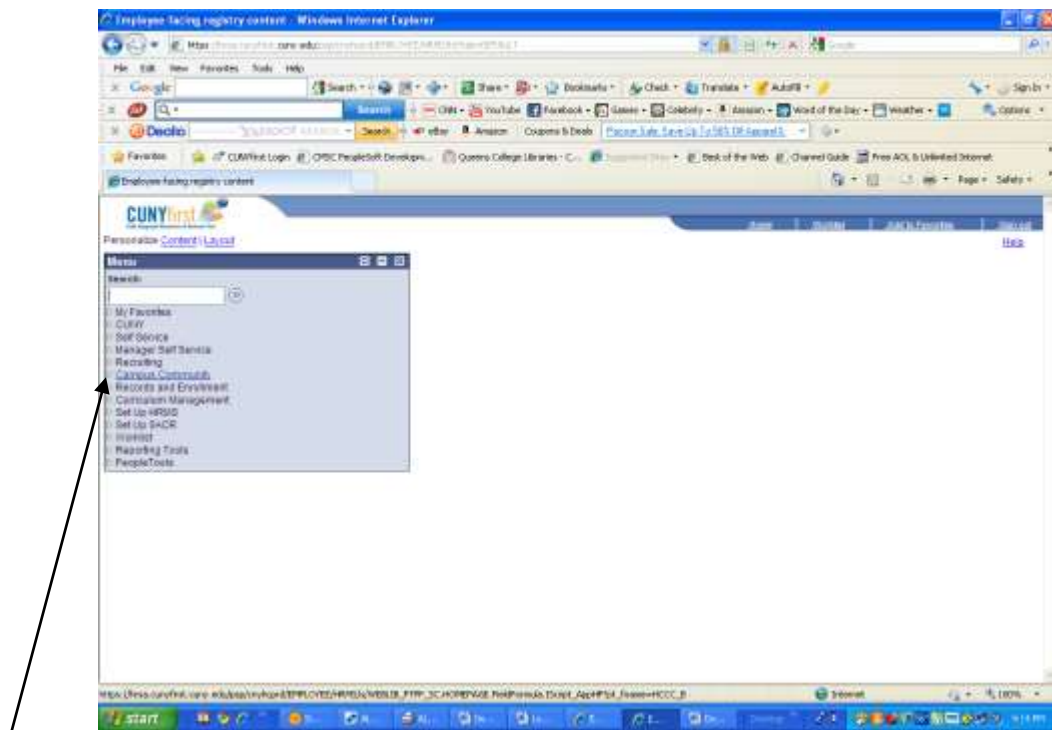# Placing

CUNYfirst

Service Indicators

Queens College
Rosenthal Library
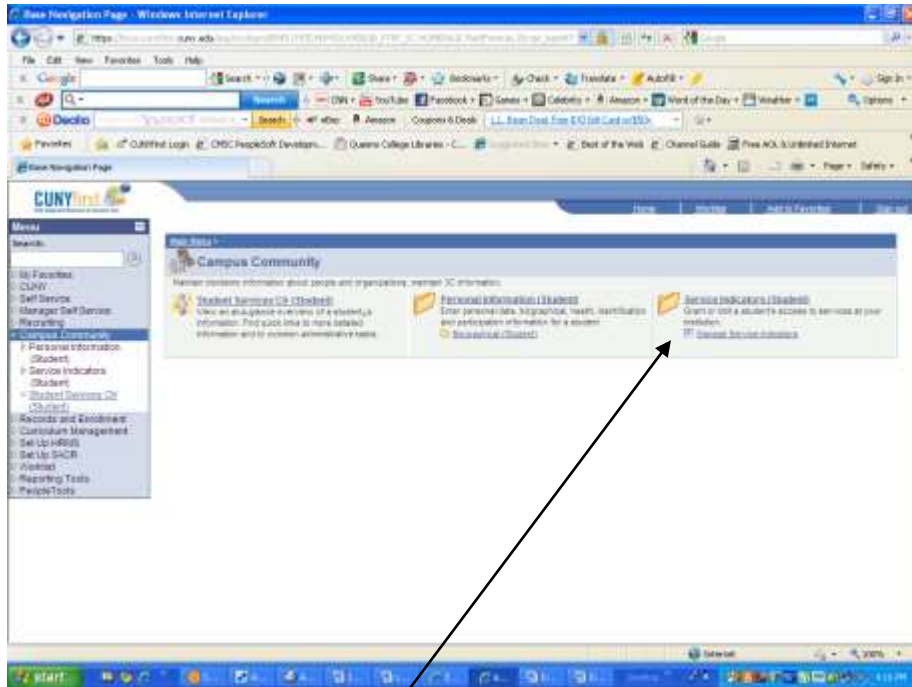**Simone L. Yearwood**
March 2013

Begin by Logging in to CUNYfirst
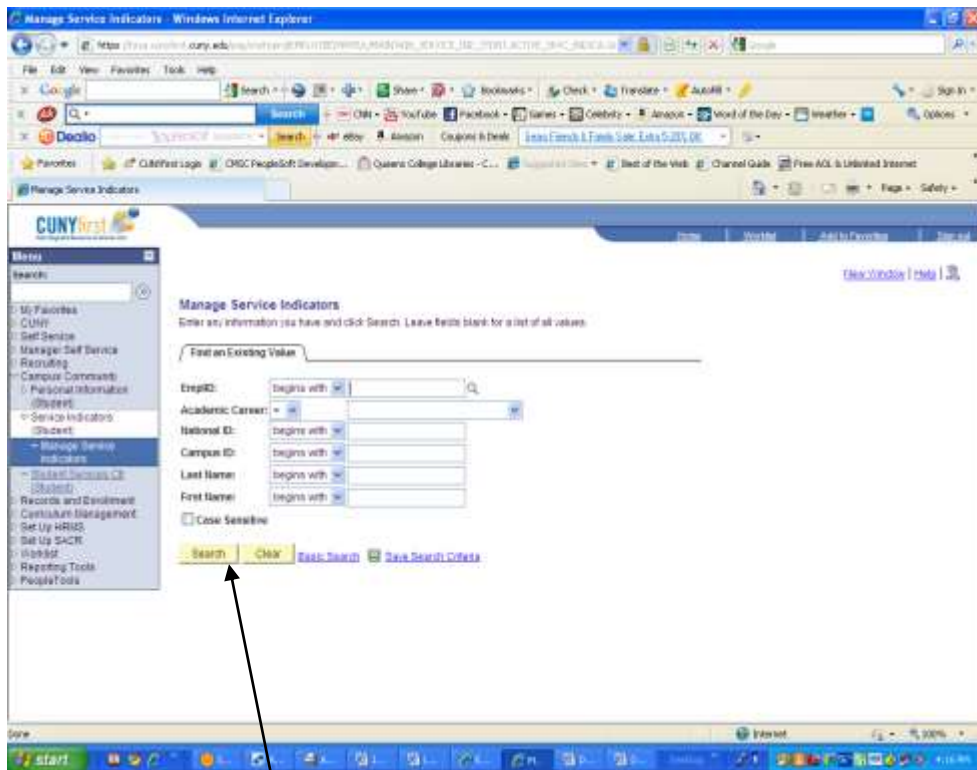

Click HR / Campus Solutions

Click Campus Community
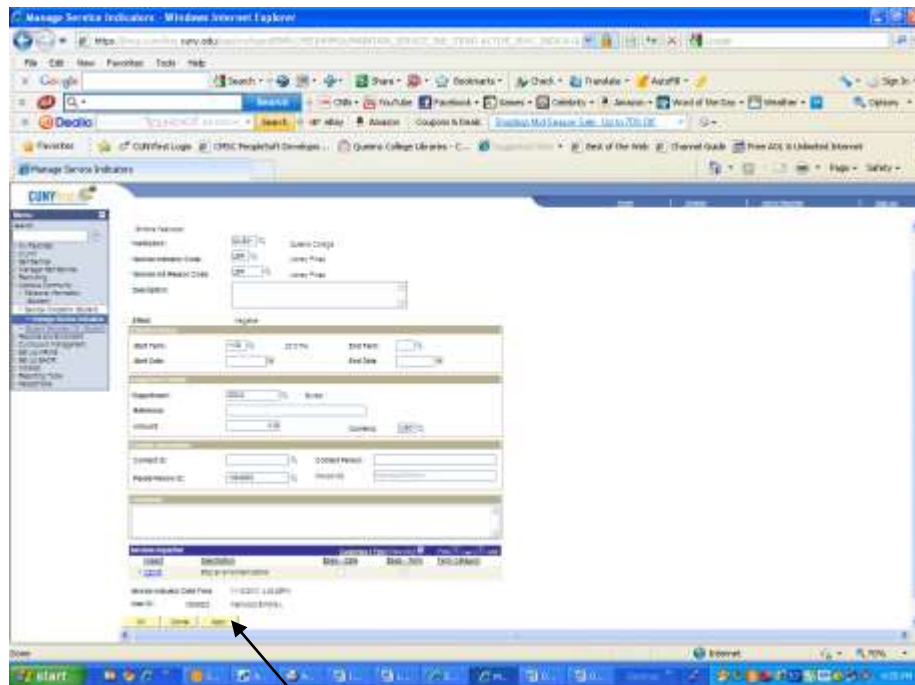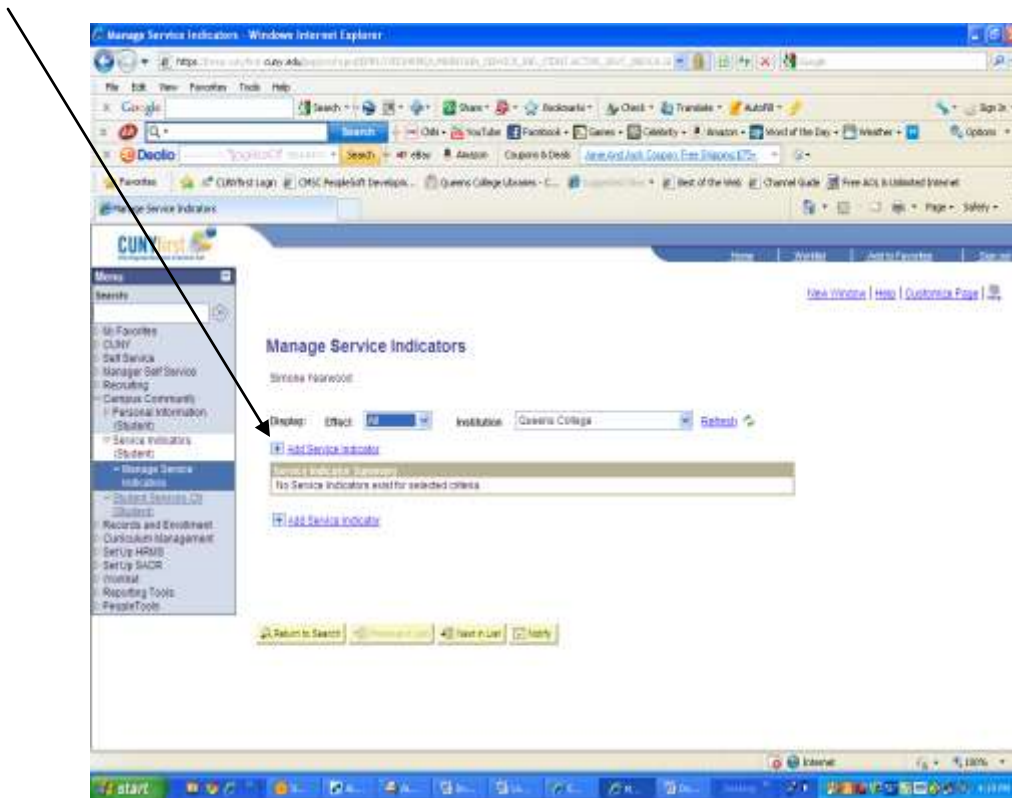
Under Service Indicators (Student)

Click Manage Service Indicators
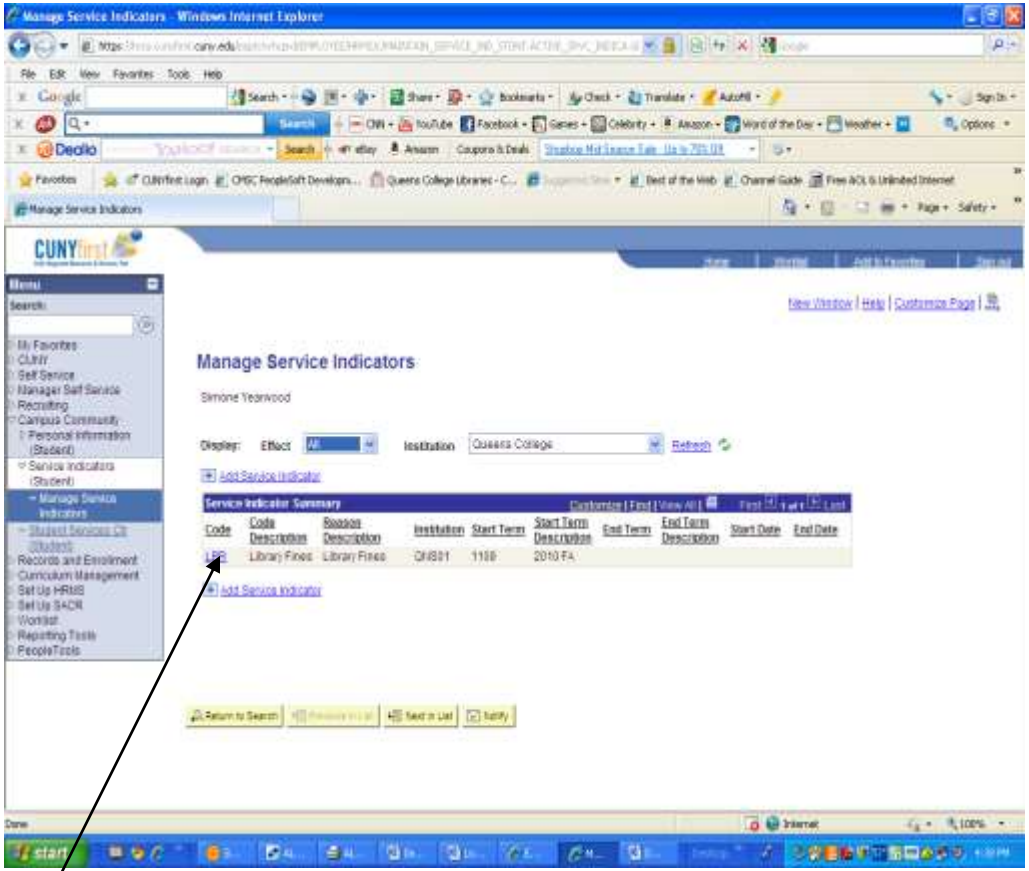

Conduct Patron Search - Click Search
(Please note that it is best to search by the Student Empl ID or National ID)

Click + Add Service Indicator

Fill in all appropriate fields – Click Apply

*Institution: xxxxx (Your Institution Code)
*Service Indicator Code: LBR
*Service Ind Reason Code: LBR
*Start Term: Select Term
*Department: xxxxx – Library (Your Library Code)

Block is now placed