
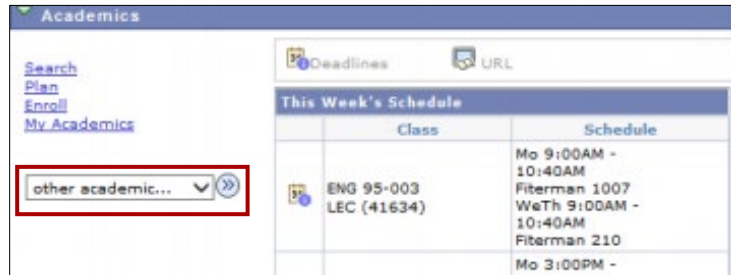


1. Log into CUNYfirst at <https://home.cunyfirst.cuny.edu> and select **Student Center**
2. In the **Academics** section, click the **other academic** drop down, select **ePermit** and click the  icon

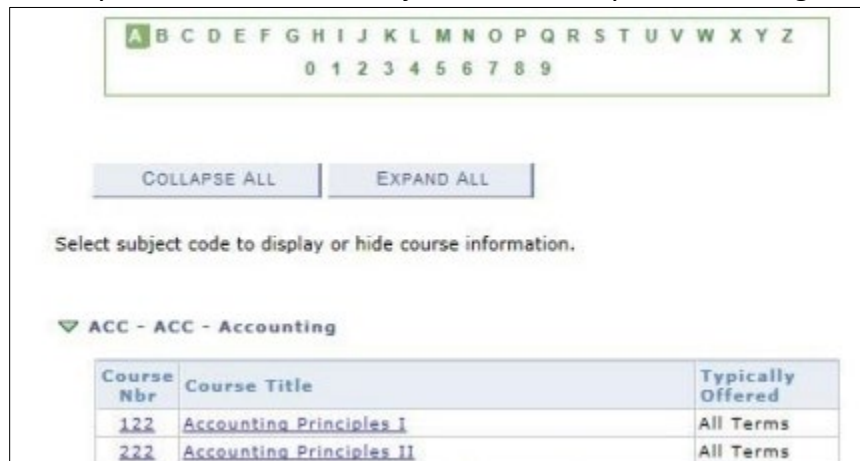


3. Select the term and select the type of permit you wish to create



Select a term					
	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/>	2020 Fall Term	Undergraduate	NYC College of Technology	04/03/2020	08/25/2020
<input type="checkbox"/>	2021 Spring Term	Undergraduate	NYC College of Technology	11/11/2020	01/28/2021

- **Add ePermit with Equivalent Courses** - Searches for courses at other CUNY schools that are equivalent to the City Tech course that you wish to take on permit (**RECOMMENDED**)
 - **Add ePermit** – Bypasses the equivalent search and you must enter it manually
 - **Search ePermit** – Allows you to check the status or cancel previously requested ePermits
4. If you select **Add ePermit with Equivalent Courses** you will be brought to the City Tech course catalog where you must select the subject and course you are looking to complete at another CUNY school



Course Nbr	Course Title	Typically Offered
122	Accounting Principles I	All Terms
222	Accounting Principles II	All Terms

- 5.
6. After selecting a course, you will be brought to the *Course Detail* screen which includes information such as prerequisites and the course description. Click **fetch equivalent CUNY courses**

Course Detail

Career	Undergraduate	view class sections
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture Required	
Campus	Borough of Manhattan CC	fetch equivalent CUNY courses
Academic Group	Borough of Manhattan CC	
Academic Organization	Accounting	

Enrollment Information

Typically Offered	All Terms
Enrollment Requirement	Prerequisite: ESL 62 and ACR 94 and MAT 8

Description

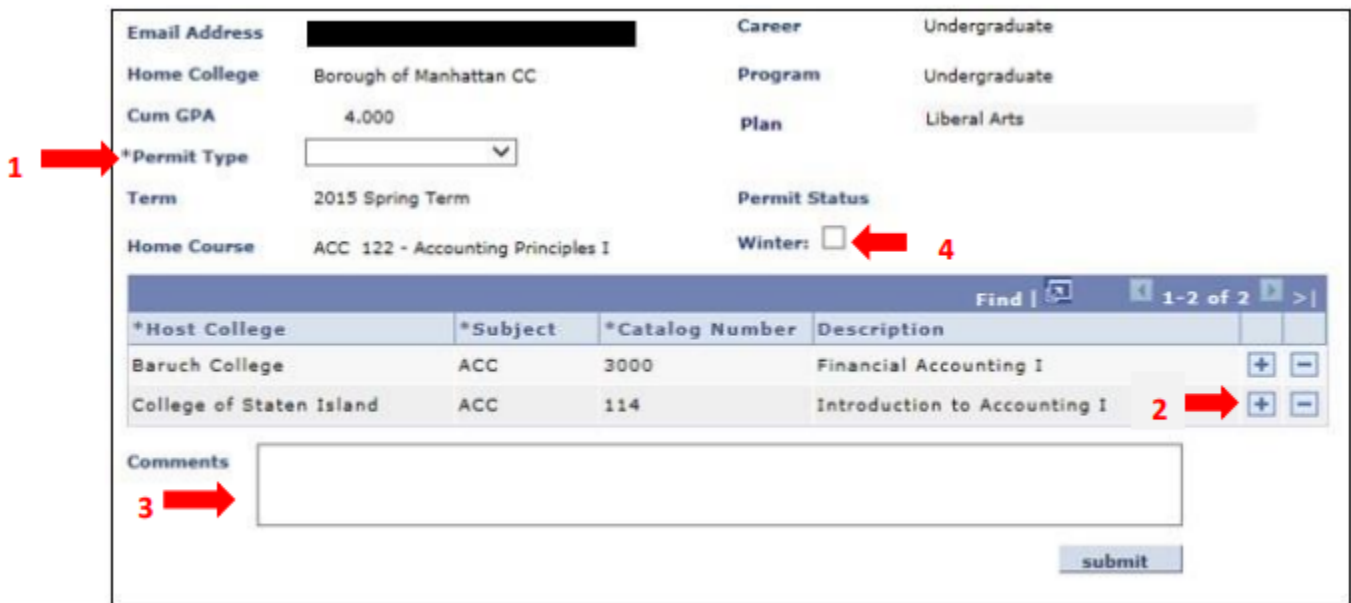
The course covers the fundamental principles of accounting and the practical use of accounting tools and techniques. Topics covered include the definition and scope of accounting, accounting records and processes, books of original and subsequent entry, work sheets, adjusting and closing entries, accounting for cash, accounting for negotiable instruments, and accounting for plant assets. An investigation is made of accounting for service businesses and trading concerns.

7. The next screen will show you a list of all CUNY schools which have an equivalent course. Click **view class sections** to see the offerings at that campus. To file the ePermit click the **Request ePermit** box for the desired schools and then click **epermit form**

Host Institution	Course	Request ePermit		
Baruch College	ACC 2101 - Principles of Accounting	<input type="checkbox"/>		view class sections
Baruch College	ACC 3000 - Financial Accounting I	<input type="checkbox"/>		view class sections
Brenx Community College	ACC 11 - Fundamental Accounting I	<input type="checkbox"/>	*** This course has not been scheduled. ***	
Brooklyn College	ACCNT 1 - Introductory Accounting	<input type="checkbox"/>	*** This course has not been scheduled. ***	
Brooklyn College	ACCT. 2001 - Introductory Accounting	<input type="checkbox"/>		view class sections
College of Staten Island	ACC 114 - Introduction to Accounting I	<input type="checkbox"/>		view class sections
City College	ECO 20450 - Principles of Accounting 1	<input type="checkbox"/>		view class sections
City College	ECO 36000 - Principles of Accounting 1	<input type="checkbox"/>	*** This course has not been scheduled. ***	
Hostos Community College	ACC 100 - Introduction to Accounting	<input type="checkbox"/>		view class sections
Hostos Community College	ACC 1841 - College Accounting IA	<input type="checkbox"/>	*** This course has not been scheduled. ***	

[Return to Course Detail](#) [epermit form](#)

8. On the ePermit form screen you can:
 1. Select which degree requirement the permit will fulfill (general elective, major elective, Pathways, etc.)
 2. Delete or add any additional colleges to the form by clicking the plus or minus signs at the end of the row
 3. Add additional comments for the approver
 4. Click the **Winter** box if the ePermit is for the Winter session



The screenshot shows the ePermit form interface. It includes fields for personal and academic information, a table of host colleges, and a comments section. Red arrows and numbers highlight key interactive elements:

- 1**: Points to the ***Permit Type** dropdown menu.
- 2**: Points to the **+** button next to the 'College of Staten Island' row in the table.
- 3**: Points to the **Comments** text input area.
- 4**: Points to the **Winter:** checkbox.

*Host College	*Subject	*Catalog Number	Description		
Baruch College	ACC	3000	Financial Accounting I	+	-
College of Staten Island	ACC	114	Introduction to Accounting I	+	-

9. Once the form is complete you must click **submit**. Once your ePermit has been submitted, please allow 5-7 business days for a response.