

# Instructions for Making Your Registration Appointment

1. Create your BC WebCentral Account
2. Schedule your advisement and registration appointment using the Self Managed Appointment Registration Tool (SMART)
3. Claim your CUNYfirst Account

## **Create a BC WebCentral Account**

You must create this account before you can make your SMART appointment.

Go to [brooklyn.cuny.edu](https://brooklyn.cuny.edu) and then select **BC WebCentral** or use the direct link <https://portal.brooklyn.edu>.

Click on the green “new users” button on the top of the page. You will need to enter your social security number and your date of birth. If you do not have a social security number, use the 9 digit unique identifying number you were given by the University Application Processing Center (UAPC) when you filed your application. After you have created your WebCentral ID and password, you will be ready to make your SMART appointment.

## **Schedule Your Advisement and Registration (SMART) Appointment**

Incoming freshmen and transfer students are **required** to attend in-person registration. At registration you will attend a Student Success Workshop, meet with an advisor in a group setting to select appropriate courses and register. Registration can take up to three hours, so please plan accordingly.

- 1) Go to [brooklyn.cuny.edu](https://brooklyn.cuny.edu) and then select **BC WebCentral** or use the direct link <https://portal.brooklyn.edu>.
- 2) Click the blue "LOGIN NOW" button located top left of the page. Log in with the Central ID and password you created.
- 3) Click the "Schedule or View an Appointment" button located in the "SMART - Registration Appointment" channel in the top right column of the "Welcome" tab.
- 4) Follow the on screen instructions to make your advisement/registration appointment.
- 5) Review the "Getting Started" section to learn more about what to expect at your registration appointment and about Brooklyn College.

For assistance or if you have questions, please write [smart@brooklyn.cuny.edu](mailto:smart@brooklyn.cuny.edu). If you do not have email access, please call 718.951.5020.

## **Claim Your CUNYfirst Account**

CUNYfirst is a web-based system that will connect the entire university and streamline a wide range of services for students. You need to claim your Brooklyn College CUNYfirst account before you register for classes.

Go to <https://home.cunyfirst.cuny.edu>

Click on “first time users” and enter your name, social security number or unique identifying number and date of birth to Activate Account.

If you are sure you are entering the correct info and the system is still not accepting it, please contact the CUNYfirst support line at 718-951-4200 or via email at: **CUNYfirst@brooklyn.cuny.edu**. They will investigate whether the CUNY records differ from what you entered, and alert the appropriate college office to work with you to ensure that your record has the correct info and that you can claim your CUNYfirst account.