

## STEP 1

Login in at:  
<https://home.cunyfirst.cuny.edu>

**CUNY Login**  
 Log in with your CUNY Login credentials  
 If you do not have a CUNYfirst account, see the [FAQs](#).

Username

Password

Log in

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

## STEP 2

Go to your **Student Center**

Then select **Academic Records**

## STEP 3

From the left side panel, select **ePermit**

- Course History
- View Grades
- Honors and Awards
- Milestone
- Advisors
- ePermit**
- Apply for Graduation
- View Transfer Credit Report
- Evaluate My Transfer Credit

## STEP 4

Select the following in the specified order

**Term and mode Selection**

1 → **Select Term on Home College**

Add ePermit with Equivalent Course     Add ePermit     Search ePermit

2 → **Select a term**

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/>	2023 Fall Term	Undergraduate Kingsborough CC	Kingsborough CC	04/04/2023	02/23/2024

Return    Continue → 3

## STEP 5

Select the KCC subject you want to take at the Host School

Select subject code to display or hide course information.

- ACC - ACC - Accounting**
- ADM - ADM - Office Administration
- ADV - ADV - Advisment Seminar
- ANT - ANT - Anthropology
- ARB - ARB - Arabic
- ART - ART - Art

## STEP 6

Select the KCC course you want to transfer in once completed at the Host School

ACC - ACC - Accounting

Course Nbr	Course Title
(1100)	Fundamentals of Accounting I ** available as of 03/04/2024
1100	<b>Fundamentals of Accounting I</b>
1200	Fundamentals of Accounting II

## STEP 7

ACC 1100 - Fundamentals of Accounting

**Course Detail**

Career: Undergraduate Kingsborough CC  
 Units: 4.00  
 Grading Basis: Graded  
 Course Components: Lecture    Required  
 Campus: Kingsborough CC  
 Academic Group: KBCC Undergraduate  
 Academic Organization: Business

[View Class Sections](#)

[fetch equivalent CUNY courses](#)

Select "Fetch" to see which college(s) offer(s) an approved KCC equivalent for the course you chose in steps 5 & 6

## STEP 8

First, check off the boxes for the host schools at which you want to register

Host Institution	Course	Request ePermit
College of Staten Island	ACC 114 - Introduction to Accounting I	<input checked="" type="checkbox"/>
City College	ECO 20450 - Principles of Accounting 1	<input type="checkbox"/>
City College	ECO 36000 - Principles of Accounting I	<input type="checkbox"/>
Hostos CC	ACC 101 - Accounting I	<input checked="" type="checkbox"/>
Hunter College	ACC 27100 - Accounting 1	<input type="checkbox"/>
Hunter College	ECO 271 - Prin of Accounting 1	<input type="checkbox"/>
Hunter College	ECO 27100 - Principles of Accounting 1	<input type="checkbox"/>
John Jay College	ACC 250 - Introduction to Accounting	<input type="checkbox"/>
John Jay College	ECO 250 - Introduction to Accounting	<input type="checkbox"/>
John Jay College	ECO 150 - Prin Accounting 1	<input type="checkbox"/>

Return to Course Detail    [ePermit Form](#)    Second, select

## STEP 9

Select from dropdown menu: KCC only uses:

- General Elec
- Major Elec
- Pathways Flex
- Pathways Req

If blank, choose the host session

If needed, you may add comments to justify the permit

Final step, submit your ePermit application

Em: ander.luparello05@students.kbcc.cuny.edu    Career: Undergraduate Kingsborough CC  
 Home College: Kingsborough CC    Program: Undergraduate  
 Perm Type: **Major Elective**    Plan: Liberal Arts AA  
 Home Course: Fundamentals of Accounting    Permit Status:  
 ePermit #: 2    Permit Method: Auto    Created By: 10R44412    09/18/23 2:35:15PM  
 Last Update:

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
College of Staten Island	Undergraduate	1239	<input checked="" type="checkbox"/>	ACC	114	Introduction to Accounting I
Hostos CC	Undergraduate	1239	<input checked="" type="checkbox"/>	ACC	101	Accounting I

Comments:

[Submit](#)