

**HUNTER has an Advisement system that can be accessed from any computer and gives students the power to understand their GER, major(s) & graduation requirements!**

Hunter's *Degree Information for Graduation (DIG)* will help you to:

- ✓ See how all of your courses apply to your current program
- ✓ Avoid registering for courses you don't need (so that TAP can be applied)
- ✓ View how your courses would apply before changing your major
- ✓ Keep track of your academic progress..*and much more!*



***DIG is accessed through the CUNY portal!***

- ▶ **For students/advisors who already have a CUNY portal ID:** Once you log-in and are in your "My Page" the "**Student Advisement Degree Audit**" should be listed among the selection. Selecting this will open the Hunter DIG system. **ADVISORS ONLY:** You must first enter a student's EMPL ID # and then hit the "Enter" key on your keyboard.

*\*Please go to <http://www.hunter.cuny.edu/DIG> to view an introductory slideshow about the DIG system.*

- ▶ **For students/advisors that do not have a CUNY portal ID, the directions below will help you create an account:**

**STEP 1:** In order to access the Hunter Degree Information for Graduation program on-line, you will need to have created a log-in account to the CUNY portal. If you do not already have a CUNY portal ID: go to [www.cuny.edu](http://www.cuny.edu) and among the selections on the top right, click on "LOG-IN" then select "CUNY Portal." This will bring you to the Portal Log in page.

**STEP 2:** Click on the "**Register for a New Account**" link

**STEP 3:** Select the option that best describes your current affiliation with CUNY (student, staff or faculty)

**STEP 4:** On the user validation screen, enter your Last Name, Social Security number and Date of Birth.

**STEP 5:** Click on the "**Next**" button then confirm the information you entered by clicking on the "**confirm**" button. This will lead you to the area where you can finish setting up your user name, email address and password.

*NOTE: If the system states that you already have an account, you can go to the Hunter Help Desk (TH 4<sup>th</sup> Floor), call 212-650-3624 or email them at [snet@hunter.cuny.edu](mailto:snet@hunter.cuny.edu) to request that they locate your CUNY Portal user name and password.*

**STEP 6:** The next screen will contain information regarding (A) user name, (B) password, and (C) your Hunter email address.

- (A) A user name will be assigned to you. You can either keep this User Name (make sure to write it down) or change it. If you decide to submit a different user name, the system will not allow you to select a user name that already exists.
- (B) You create the password (must be at least 6 characters). Make sure to write down your password.
- (C) You can choose to list a different email other than your Hunter, but the risk is that if CUNY email is ever reported as "spammed" the system will not be able to send you information to your designated email and will revert back to your Hunter email. *We recommend that you keep the Hunter email just for this purpose.*

**Once you've completed Step 6,** please follow the directions for "**For students/advisors who already have a CUNY portal ID**" (above).

**IMPORTANT:** Although most currently enrolled students can view their record, students who are best advised using DIG are: Students who entered Fall 2004 or thereafter and those whose programs have not been recently revised.