

## CUNYFirst POI (Person of Interest) Registration Guide

### Overview

This guide outlines the process for registering as a Person of Interest (POI) for individuals requiring access to CUNYFirst for their job responsibilities but who are not funded through Hunter College's tax-levy funds. Registration as a POI is essential for accessing various CUNYFirst services, including Single Sign-On and Multi-Factor Authentication.

### Additional Information

#### Access Cards

- **Digital Access Cards:** CUNYFirst registration is required.
- **Plastic Access Cards:** For short-term campus access, a plastic access card can be issued using the existing WebId system, without the need for CUNYFirst registration.

**\* Only one form of ID is permitted; employees cannot hold both a digital and a plastic card.**

### Contact Information for One Card Office

#### Office Location:

203 West Building  
695 Park Ave.  
New York, NY 10065

**Phone:** 212-650-3191

**Email:** [OneCard@hunter.cuny.edu](mailto:OneCard@hunter.cuny.edu)

**Please do not send any sensitive information via email without password protection, especially documents containing an individual's full Social Security number.**

## Required Information for All POI Registrations

To ensure a smooth registration process, all applicants must provide the following information:

- **Full Legal Name:** As it appears on official documents.
- **Current Address:** Including street, city, state, and ZIP code.
- **Social Security Number:** Required for processing actions in the system. If a candidate does not have an SSN (e.g., a Visiting Scholar), please contact the Office of Human Resources for assistance.
- **Date of Birth:** To verify identity.
- **Demographic Information:** Such as gender and ethnicity (if applicable).
- **Personal Email Address:** For communication and notifications.
- **Effective Dates:** Clearly indicate the start and end dates of the appointment.
- **Department Name:** The department under which you will be working.
- **Supervisor Name:** The individual responsible for overseeing your work.
- **Signature and Date:** To certify the accuracy of the information provided.

## Registration Categories

### 1. Hunter College Foundation Employees

- **Requirements:**
  - Complete the POI registration form and submit it along with email confirmation from the Hunter College Foundation, verifying your appointment, to the Human Resources department.
  - POI appointments are valid for a maximum of one year.
- **Verification:** A valid government-issued photo ID is required for identity verification.

### 2. Non-Tax Levy Employees

- **Requirements:**
  - New hires must include the POI registration form as part of their hiring package for initial appointments.
  - **Reappointments:** Non-Tax Levy employees will be processed for reappointment by Human Resources (HR) if they are in the NTL PR Assist system; there is no need to submit a renewal form.
  - POI appointments are valid for a maximum of one fiscal year.
- **Opt-Out Provision:** Individuals already affiliated with Hunter College (e.g., Tax Levy employees or students) may opt out of the POI application process.
- **Verification:** A valid government-issued photo ID is required for verification.

### 3. Graduate Teaching Fellows (GTFs)

- **Requirements:**
  - Departments are required to submit a list of GTFs to Human Resources, including each fellow's full name and employee ID.
  - GTFs must ensure that their demographic information is accurately recorded through the Graduate Center.
- **Renewal Process:** Departments must email HR to request extensions; POI appointments for GTFs are valid for a maximum of one semester.
- **Verification:** A valid government-issued photo ID is required for identity verification.

### 4. Visiting Scholars and Other Affiliated Personnel

- **Requirements:**
  - Submit a detailed justification for the appointment, signed by the department head, including the reason for the appointment and the funding source.
- **Verification:** A valid government-issued photo ID is required for verification.

### 5. RF CUNY Employees

- **Registration Process:** RF CUNY employees are automatically registered as POIs in CUNYFirst. No additional registration is necessary. For assistance, please contact the Office of Research Foundation.

## Purpose of POI Registration

- **Access Provision:** Registration enables access to essential CUNYFirst services, including Microsoft Office 365, Hunter College email, ID card issuance, and related resources.
- **Notification Process:** The POI will receive notifications to claim their CUNYFirst account and activate their email addresses.
- **Termination Notification:** It is imperative to notify Human Resources promptly if the POI assignment ends before the designated date.

## Forms

- [POI Initial Registration Form](#)
- [POI Renewal Form](#)