New Advising Self-Service Functionality

As we move toward the end of the semester, we (in IT Services) have been working to provide you with enhanced resources that will help you as you advise students. After you return from Thanksgiving break, you will see a new link in UNAPortal.

From this single location, you can:
- See and e-mail all your advisees.
- View the student’s current degree/major information.
- View the student’s currently registered courses.
- See all the student’s Biographical Information (Date of Birth, Citizenship, Emergency Contact Information).

To access this site, log into UNAPortal and navigate to the Advisors tab. Then, click on the Advisee Search/Student Profile link.

Or, from Self-Service, click on the Faculty Services tab. Then, click on the Student Information Menu link. Finally, click on the Advisee Search/Student Profile link. Also, many of the links on this page have been removed as all the information can be viewed within the new Student Profile.

The Advisee Search page opens where you can search for students and view their information.
Make sure you select the proper term.

You can search for a student by ID, e-mail address, or by name (Last, First).
Click on the “View My Advisee Listing” link to see all your advisees in one location.

When the profile opens, you will see the student’s profile with all his/her information.

You will find the student’s name and University ID along with his/her ManeCard photo.
In the upper right of the screen, you will see any notices or holds along with who to contact.

Also, you can view the student’s registration PIN from this single location.

Within the registered courses section, you can simply click on his/her name and see contact information regarding the instructor.
On the left of the screen, you can click a link to view the student’s grades.
There is a lot of information available from this one location. Some of the links and functionality are still using the old look and feel of Self-Service but we are working to improve them as well. This new functionality provides all a student’s information in one location for easy viewing and easy access. Hopefully, this functionality will help you as you work with students and help them along their educational journey.

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