HOW TO ACCESS ACADEMIC ADVISING REPORTS IN MY.FIU.EDU

TRAINING MANUAL
### HOW TO ACCESS ACADEMIC ADVISING REPORTS IN my.fiu.edu

Access to the Advisor Center folder in my.fiu.edu is currently restricted to only users with the Advisor security role. Other users, such as instructors or administrative support staff with other Academic Advising security roles may want to generate and view academic advising reports while logged into my.fiu.edu. This is possible but requires different navigation. This document shows how non-advisor users can generate or view an academic advising report from within my.fiu.edu.

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<th>1. Log into my.fiu.edu using your Panther ID and AD Password. The Student tab displays when you first sign-in. Depending on your relationship to FIU, you may also see a Faculty and Employee tab.</th>
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| **Sign On**

Panther ID  
Password  
Your MyAccounts password

Sign In

- Look up your Panther ID
- Reset your Password?
- Transcripts for Alumni

The use of Florida International University’s information technology resources is contingent upon proper authorization. By logging into this system, you agree to abide by all applicable federal, state and local laws, State of Florida Board of Governors rules, and University rules, regulations and policies. You also understand that the misuse or misappropriation of the University’s information technology resources or violation of any applicable law, rule, regulation or University policy, may result in the revocation of your access privileges.

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<th>2. From any tab, the Enterprise Menu pagelet should display showing the “Campus Solutions” link.</th>
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3. Click the “Campus Solutions” link to open the Main Menu. Depending on your other security access, different sections will display. “Academic Advisement” generally displays in the lower right of the Main Menu.

IMPORTANT: If you do not see this link, additional security is required to make it display. Send an email to pssec@fiu.edu. Your email should include your Panther ID and a request for the SA – EMPLOYEE role. Turnaround for this security request is typically no more than two (2) hours from receipt during normal FIU business hours.

4. Click on the “Student Advisement” link. Use the “Request Advisement Report” link to generate or view Academic Advising reports for students from within my.fiu.edu.
For quick access to “Request Advisement Report” you can add this to “My Links:”

1. Click “Request Advisement Report” to display the Search Page.

2. In the upper right corner, click the drop down arrow from “My Links” and select “Add to My Links.”

3. You will see the pop-up window where you can change the name of the link or just accept the “Advisement Report Request” name that displays. Click Save.

If you have questions after reviewing this tutorial, please contact advisingtech@fiu.edu.