

HOW TO ACCESS ACADEMIC ADVISING REPORTS IN <u>MY.FIU.EDU</u>

TRAINING MANUAL



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

Access to the Advisor Center folder in <u>my.fiu.edu</u> 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 <u>my.fiu.edu</u>. This is possible but requires different navigation. This document shows how non-advisor users can generate or view an academic advising report from within <u>my.fiu.edu</u>.

1. Log into <u>my.fiu.edu</u> using your Panther ID and AD Password.	FIU
The Faculty tab displays when you first sign-in. Depending on your relationship to FIU, you may also see a Faculty and Employee tab.	my.fu.edu
2. Click on the Faculty tab, change your role from Faculty to Advisor by clicking on Advisor.	▼ Faculty Faculty Advisor Employee Student

3.	Next, click on the Degree Audit tile. It should default to Request PDA Report and show the Request Advisement Report form.		Degree Audit	
		< Advisor		Request Advisement Report
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If you have questions after reviewing this tutorial, please contact <u>advisingtech@fiu.edu</u>.