



HOW TO ACCESS ACADEMIC ADVISING REPORTS IN [MY.FIU.EDU](https://my.fiu.edu)

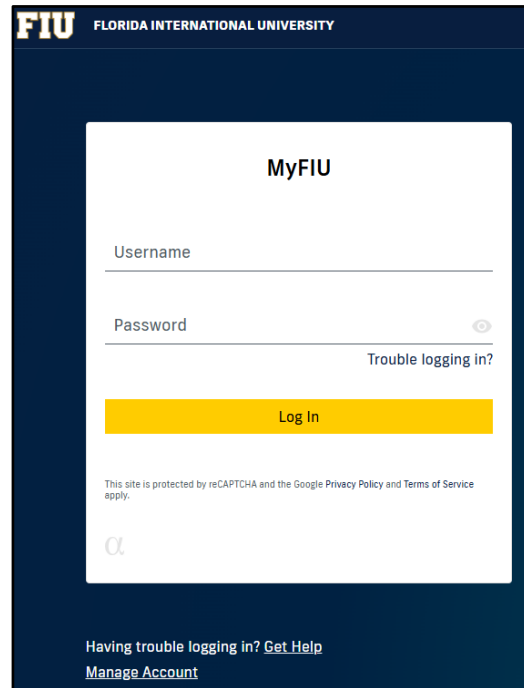
SUPPORT STAFF TRAINING MANUAL

HOW TO ACCESS ACADEMIC ADVISING REPORTS IN [MY.FIU.EDU](https://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.

1. Log into my.fiu.edu using your Panther ID and AD Password.

The Faculty tab displays when you first sign-in. Depending on your relationship to FIU, you may also see a Faculty and Employee tab.

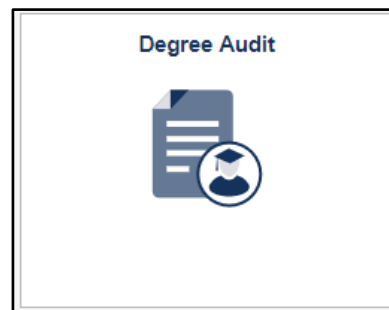


2. Click on the Faculty tab, change your role from Faculty to Advisor by clicking on Advisor.



3. Next, click on the Degree Audit tile.

It should default to Request PDA Report and show the Request Advisement Report form.



Request PDA Report

My Advisees

Academic Summary

Student Unofficial Transcript

Student Groups

Request Student Exceptions

Authorize Student Exceptions

Graduation Certifications

Request Advisement Report

Find an Existing Value

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

ID

Academic Institution

Report Type

Report Date

Report Sequence

Report Identifier

User ID

Date Processed

Report Status

Show fewer options

Case Sensitive

Search

Clear

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. Next click on Add a New Value button.

The screenshot shows the 'Request Advisement Report' interface. On the left is a sidebar with a menu: 'Request PDA Report' (highlighted), 'My Advisees', 'Academic Summary', 'Student Unofficial Transcript', 'Student Groups', 'Request Student Exceptions', 'Authorize Student Exceptions', and 'Graduation Certifications'. The main area is titled 'Request Advisement Report' and contains a 'Find an Existing Value' section. This section has a search criteria area with a dropdown for 'Recent Searches' and a dropdown for 'Saved Searches'. Below this are several input fields: '*ID', '*Academic Institution' (with 'FIU01' entered), 'Report Type', 'Report Date', 'Report Sequence', 'Report Identifier' (with 'begins with' selected), 'User ID' (with 'begins with' selected), 'Date Processed', and 'Report Status'. At the bottom of this section are 'Search' and 'Clear' buttons. A red box highlights the 'Add a New Value' button in the top right corner of the main area.

5. Under the Add a New Value tab, you may enter the student's Panther ID #, and for Report Type.

The screenshot shows the 'Request Advisement Report' interface with the 'Add a New Value' section. The sidebar is the same as in the previous screenshot. The main area is titled 'Request Advisement Report' and contains an 'Add a New Value' section. This section has input fields for '*ID' (with '#####' entered), '*Academic Institution' (with 'FIU01' entered), and '*Report Type'. Below these fields is an 'Add' button. A red box highlights the 'Add' button, and a red circle highlights the search icon in the '*Report Type' field.

6. Then click on  and click on Panther Degree Audit.

7. After inputting the student ID and report type, then click on .

Look Up Report Type

Help

User ID

Academic Institution

Transcript Type

begins with

begins with

Description

Search

Clear

Cancel

Basic Lookup

Search Results

View 100 < 1-10 of 10 >

Transcript Type	Description
AA	AA Degree Report
AAIN	AA Inactive Degree Report
AARG	AA Report for Graduation
ADV	Panther Degree Audit
COMP	Completed Degree Report
DISC	Discontinued Student Report
NACT	Inactive Student Report
NO-IP	No In-Progress PDA
PLAN	Planning Advisement Report
WH-IF	What-If Advisement Report

Request Advisement Report

Add a New Value

*ID

#####

Q

*Academic Institution

FIU01

Q

*Report Type

ADV

Q

Add

8. When this window displays, click on Process Request to generate the Panther Degree Audit.

Advisement Report Request

Advisement Report Request Log

ID/Name

Academic Institution

Report Type

Date Processed

*Report Date

*Report Identifier

FIU01

ADV

12/08/2025

ADMIN

Florida International Univ

Panther Degree Audit

Report Status

Request Pending

*As of Date

01/01/3000

Report Sequence Nbr

Administrative Request

Actions

Process Request

Save

Add

Update/Display

Advisement Report Request | [Advisement Report Request Log](#)

Request Advisement Report

ID

Request PDA Report

My Advisees

Academic Summary

Student Unofficial Transcript

Student Groups

Request Student Exceptions

Authorize Student Exceptions

Graduation Certifications

Panther Degree Audit

Florida International Univ | Undergraduate

This report last generated on

12/08/2025 2:04PM

View Student's Academics

Transfer Credit Report

Collapse All

Expand All

View Report as PDF

View Status Legend

Taken

In Progress

Planned

FIU UNIVERSITY CORE CURRICULUM [RG4003]

UNDERGRADUATE REQUIREMENTS [RG7038]

UNDERGRADUATE TOTAL HOURS AND GPA [RG4010]

Complete the following requirements:

Status: Not Satisfied

FIU CUM GPA [RQ4026]

A cumulative grade point average of 2.00 or greater on all coursework taken in residence at FIU is required for good academic standing and graduation.

Status: In Progress

Grade Point Average [RQ4026/LN10]

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