

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

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.



my.fiu.edu

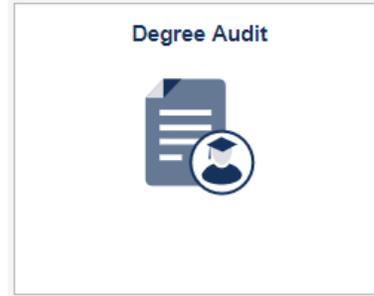
A screenshot of the my.fiu.edu login page. It features a grey header with the FIU logo and the text "my.fiu.edu". Below the header is a white login form with a grey border. The form contains a circular profile picture placeholder, a "Username" input field, a "Forgot password?" link, a "Password" input field with a lock icon, a "Remember me on this computer" checkbox, a yellow "Log In" button, and two links: "Manage Account" and "Need Help?".

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

A screenshot of a dropdown menu for role selection. The menu is open, showing a list of roles: Faculty, Advisor, Employee, and Student. The "Faculty" role is currently selected and highlighted in a dark blue bar. The "Advisor" role is highlighted with a red rectangular border, indicating it is the target of the next step in the process.

3. Next, click on the Degree Audit tile.

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



Request Advisement Report

Request PDA Report

My Advisees

Academic Summary

Student Unofficial Transcript

Student Groups

Request Student Exceptions

Authorize Student Exceptions

Graduation Certifications

Request Advisement Report

Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value Add a New Value

Search Criteria

ID = []

Academic Institution = FIU01

Report Type = []

Report Date = []

Report Sequence = []

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 tab.

Request Advisement Report

Request Advisement Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

ID = [] Q

Academic Institution = FIU01 Q

Report Type = [] Q

Report Date = []

Report Sequence = []

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

Request Advisement Report

Request Advisement Report

Find an Existing Value Add a New Value

ID ##### Q

Academic Institution FIU01 Q

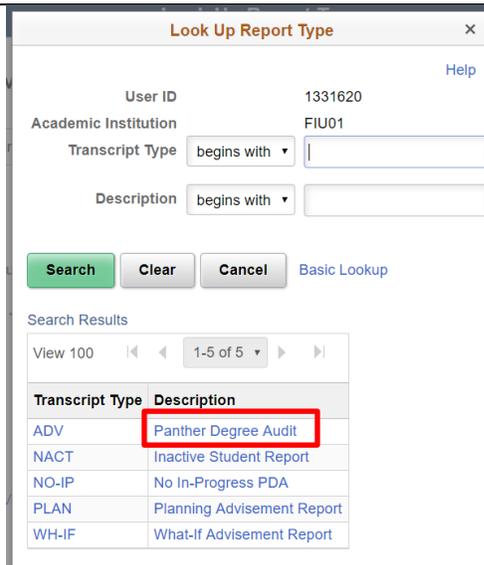
Report Type [] Q

Add

Find an Existing Value | Add a New Value

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

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

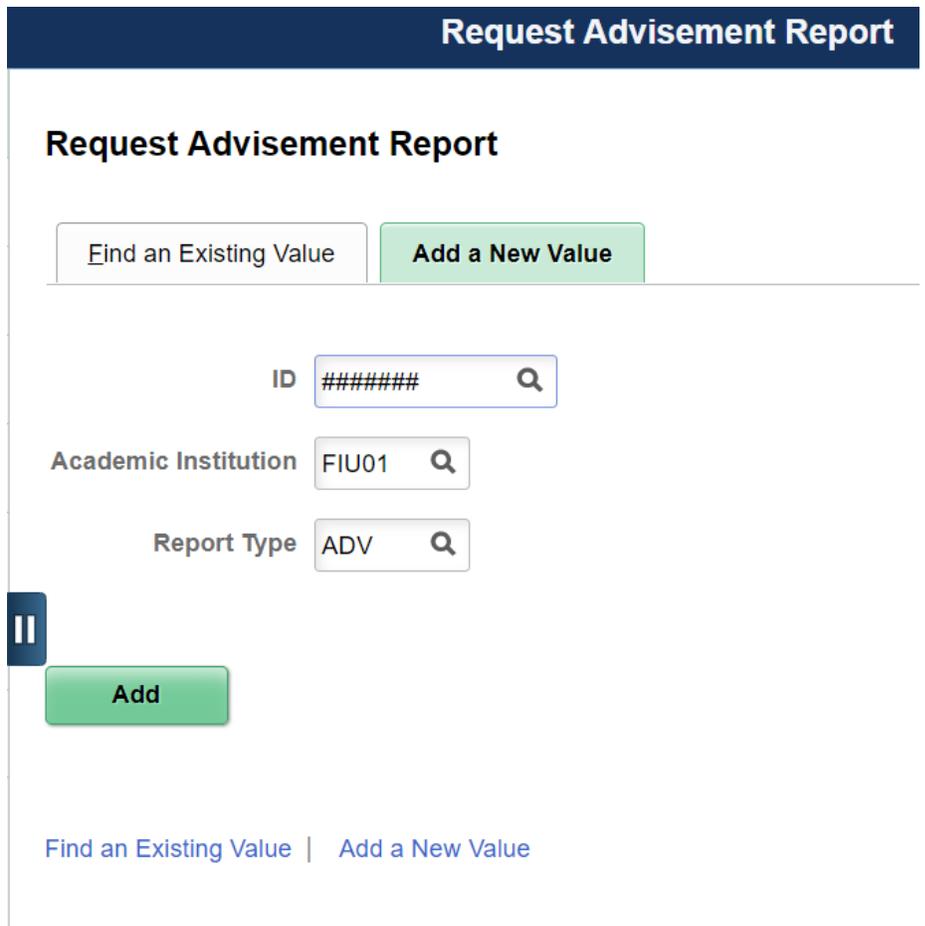


The dialog box titled "Look Up Report Type" contains the following fields and controls:

- User ID: 1331620
- Academic Institution: FIU01
- Transcript Type: begins with [input field]
- Description: begins with [input field]
- Buttons: Search (green), Clear, Cancel, Basic Lookup (blue)
- Search Results section with a table:

Transcript Type	Description
ADV	Panther Degree Audit
NACT	Inactive Student Report
NO-IP	No In-Progress PDA
PLAN	Planning Advisement Report
WH-IF	What-If Advisement Report

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



The "Request Advisement Report" form includes the following elements:

- Header: Request Advisement Report
- Buttons: Find an Existing Value, Add a New Value (green)
- Form fields: ID (#####), Academic Institution (FIU01), Report Type (ADV)
- Buttons: Add (green)
- Footer: Find an Existing Value | Add a New Value

Request Advisement Report

Advisement Report Request

Advisement Report Request Log

ID/Name

Academic Institution FIU01

Report Type ADV

Date Processed

*Report Date 05/15/2019

*Report Identifier ADMIN

Florida International Univ

Panther Degree Audit

Report Status Request Pending

*As of Date 01/01/3000

Administrative Request

Actions

Process Request

Save

Request Advisement Report

ID

Panther Degree Audit

Florida International Univ | Undergraduate

This report last generated on 05/15/2019 10:31AM

[View Student's Academics](#)

[Transfer Credit Report](#)

[New Window](#)

Collapse All

Expand All

View Report as PDF

[View Status Legend](#)

✓ Taken

◆ In Progress

★ Planned

FIU UNIVERSITY CORE CURRICULUM [RG4003]

UNDERGRADUATE REQUIREMENTS [RG4010]

Complete the following requirements:
Status: **In Progress**

FLENT/FLEX [RQ4024]

Complete the Foreign Language Competency requirement.
Status: **Satisfied**

SUMMER ENROLLMENT [RQ4027]

Complete 9 units.
Status: **Satisfied**

GLOBAL LEARNING REQUIREMENT [RQ5700]

Students must take a minimum of two courses.

Freshmen (entering Summer 2010 or later):
- One Foundations Course and One Discipline-Specific Course.

Transfers (entering Fall 2011 or later):
- Those who meet UCC requirements prior to entering FIU must complete two GL courses. At least one GL course must be a Discipline-Specific course.
- Those who do not meet UCC requirements prior to entering FIU must take one Foundations Course and one Discipline-Specific Course.

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