

MyRecords Advisor Portal

Oct 2014

My Advisees



The **My Advisees** tab lists the current (active) students who are an advisor's assigned advisees.

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Filters

Filter by Career

Graduate

Filter by Program

Grad PhD

MPH

Filter by Level

Graduate

Filter by Major

DMSIA

MPH

My Advisees

NUID	Name	Email	Enrolled	Adv. Hold	Other Hold	FERPA Restriction	Print
			Yes	No	No	No	<input type="button" value="Print"/>
			No	No	No	No	

Showing Rows 1 - 2

To view advisees enrolled in a particular **Career, Program, or Major** click the appropriate box and click **Apply Filters**.

Click on the **Student Email Address** to initiate an email.

Click to **Print** a list of your Advisees.

Student Lookup



The **Student Lookup** tab allows an advisor to look up a former or current UNMC student.

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Student Lookup Help

Input the students NUID or last name and click **Search**.

After you click Search, here's what you will see:



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Student Lookup Help

NUID	Name	Email	Enrolled	Adv. Hold	Other Hold	Ferpa Restriction
			Yes	No	No	No
			No	No	No	No

Showing Rows 1 - 2

Click on the **Student Email Address** to initiate an email.

Class Offerings



The **Class Offerings** tab allows an advisor to look up courses offered by term.

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Class Offerings

Fall 2014 ▾ Select Subject ▾

Click on the drop down menus to select the appropriate **Term** and **Subject**.

After you have made your selections, here's what you will see:



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Class Offerings

Fall 2014 ▾ Anesthesiology ▾

Select Course ▾

Courses

- ANES- 720: ANESTHESIA CLERKSHIP (4 credits)
- ANES- 734: PAIN MANAGEMENT (4 credits)
- ANES- 760: OFF CAMPUS ELECTIVE (4 credits)
- ANES- 799: ADVANCED ANTHESIOLOGY (4 credits)

Click on the appropriate course for additional information.

Other Resources



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Other Resources
ADIS
Blackboard
Campus Directory
Email
Firefly
ITS Help Desk
UNMC Intranet

↑
Under the **Other Resources** tab – Advisors can access an array of information by clicking on the hyperlinks.