

MyRecords Advisor Portal

Oct 2014

My Advisees



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

Filters

Clear All Apply Filters

Filter by Career

- Graduate

Filter by Program

- Grad PhD
- MPH

Filter by Level

- Graduate

Filter by Major

- DMSIA
- MPH

My Advisees Help

NUID	Name	Email	Enrolled	Adv. Hold	Other Hold	FERPA Restriction	Print
			Yes	No	No	No	
			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.