How do I search for an advisee?

1. Log into Pirate Port using your Pirate ID and Passphrase.
2. Click the Faculty/Advisor Self Service card in Pirate Port.
3. Click on Advisee Search on the dashboard.
4. The Advisee Search opens in a new tab.
5. Select a Term for which you would like to search for a specific advisee to view their student profile information.
6. To search for a specific advisee, select the a) Student ID, b) Student Email, or c) Student Name radio button.

   a) When searching by Student ID

   1. Click the Student ID radio button

   2. Enter the Banner ID in the Student ID field

   3. Press Enter on the keyboard

   4. Click View Profile button
b) When searching by Student Email

1. Click the Student Email radio button

2. Enter the email in the Student Email field

3. Press Enter on the keyboard

4. Click View Profile button

c) When searching by Student Name

1. Click the Student Name radio button. Only eligible advisees for the selected term are available
2. Enter the name (last, first) in the Student Name field and select the student from the popup menu. If student has a preferred name, the search screen uses this as the first name.

3. The full name (last, first, middle - preferred) is displayed below.

4. Click View Profile button

7. For instructional tutorials, click the link Faculty and Advising Self Service Help in the Getting Started box.

8. To return to the Faculty and Advisor Dashboard, click the Faculty Services Dashboard tab in the browser.
When you exit out of Faculty and Advisor Self Service, always use **Sign Out** at the top of the page, and then exit out of the web browser.