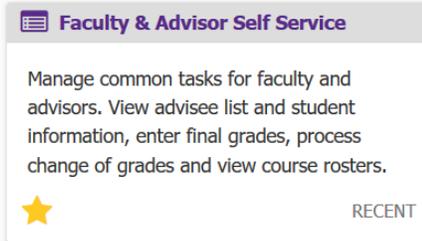
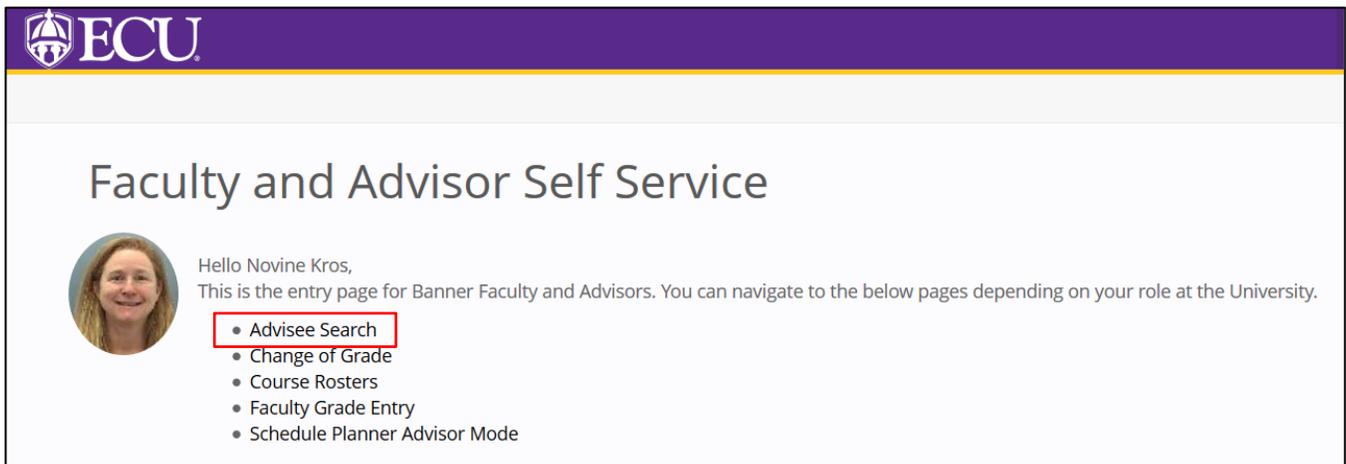


How do I search for an advisee?

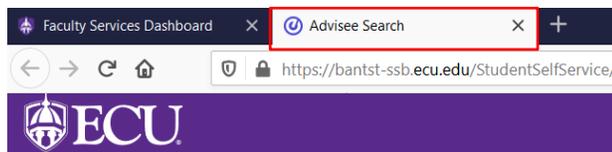
1. Log into Pirate Port using your Pirate ID and Passphrase.
2. Click the Faculty/Advisor Self Service card in Pirate Port.



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.

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Fall 2020

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Getting Started

Advisee Search

Use the Advisee Search page to select the term for which you would like to search for a specific advisee to view their student profile information. You may also click View My Advisee Listing to see all advisees assigned to you in the selected term.

For instructional tutorials on using the Advisee Search page, go to [Faculty and Advising Self Service Help](#)

a) When searching by Student ID

1. Click the Student ID radio button

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID

View Profile View My Advisee Listing

2. Enter the Banner ID in the Student ID field

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID
B00905422

3. Press Enter on the keyboard

4. Click View Profile button

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID
B00905422

Pirate, PeeDee T - PD

View Profile View My Advisee Listing

b) When searching by Student Email

1. Click the Student Email radio button

The screenshot shows a form titled "View advisee listing, or search by". It has three radio buttons: "Student ID", "Student Email", and "Student Name". The "Student Email" radio button is selected and highlighted with a red box. To the right of the radio buttons is a light blue callout box with the text "Enter student's ECU email address below and press Enter". Below the radio buttons is a text input field labeled "Student Email" which is currently empty.

2. Enter the email in the Student Email field

The screenshot shows the same form as above. The "Student Email" radio button is now selected with a black dot. The "Student Email" text input field is now filled with the email address "piratep16@students.ecu.edu" and is highlighted with a red box. Below the input field are two buttons: "View Profile" (disabled) and "View My Advisee Listing" (active).

3. Press Enter on the keyboard

4. Click View Profile button

The screenshot shows the search results for the email address. The "Student Email" radio button is selected. The "Student Email" input field contains "piratep16@students.ecu.edu". Below the input field, the name "Pirate, PeeDee T - PD" is displayed. The "View Profile" button is now active and highlighted with a red box, while "View My Advisee Listing" remains active.

c) When searching by Student Name

1. Click the Student Name radio button. Only eligible advisees for the selected term are available

The screenshot shows the search interface with the "Student Name" radio button selected and highlighted with a red box. A light blue callout box to the right contains the text "Enter student name below. Only eligible advisees for the selected term are available." Below the radio buttons is a text input field labeled "Student Name" with a search icon and a dropdown arrow.

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.

Student Name

Search

Pirate

Pirate, PD T
ID: B00905422
Email: jcokersu81@yahoo.com

To search for a student enter their name: Last, First Middle e.g. Smith, John Martin

My student isn't listed
Select this to search all terms

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

Student Name

Pirate, PD T

Pirate, PeeDee T - PD

View Profile View My Advisee Listing

4. Click View Profile button

Student Name

Pirate, PD T

Pirate, PeeDee T - PD

View Profile View My Advisee Listing

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

Advisee Search

Getting Started

Change term, search for a student, or view your advisee listing

Term

Fall 2020

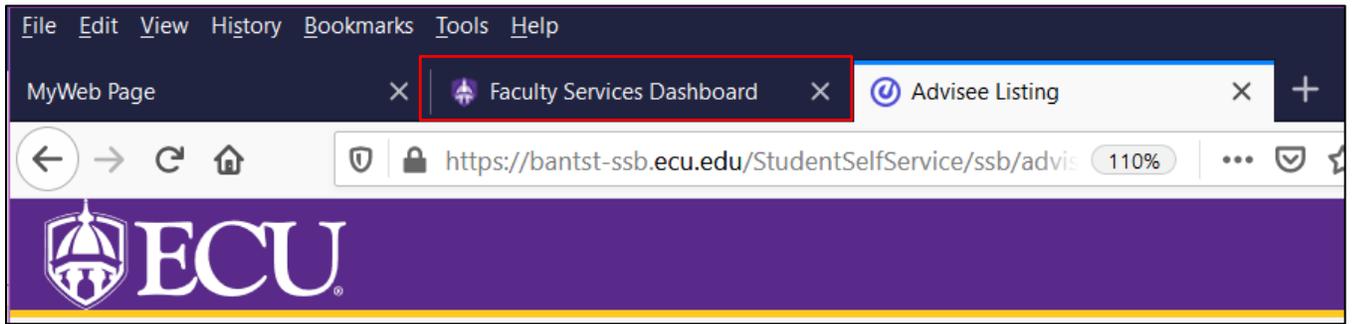
View advisee listing, or search by

Student ID
 Student Email
 Student Name

Use the Advisee Search page to select the term for which you would like to search for a specific advisee to view their student profile information. You may also click View My Advisee Listing to see all advisees assigned to you in the selected term.

For instructional tutorials on using the Advisee Search page, go to [Faculty and Advising Self Service Help](#)

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.

