How do I view my Advisee List?

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. Select View my Advisee Listing to view ALL Advisees assigned to you for a selected Term.

7. Your advisee list is displayed.

8. In this screen you can do the following:
   a. Use the scroll bar to view advisee information at a glance about each advisee.
   b. Use the navigation buttons to navigate your list of advisees or change the number of advisees listed per page.
c. Click a column header to sort advisees by program, primary major, academic standing, student status, student type, primary advisor, advisor type, campus, study level, admit type, admit term, catalog term, minor, concentration, and college.

d. Email All your advisees by clicking the Email All button.

e. Use the filter button to search for a specific group of advisees (i.e. all Freshmen).

f. Click the view profile link to view an advisee’s profile. The student profile contains detailed information about the student. From this screen you can view a student’s grades, academic transcript, schedule, degree works audit.

9. Click the Advisee Search in the cookie trail to return to the Advisee Search window.
10. For instructional tutorials, click the link Faculty and Advising Self Service Help in the Getting Started box.

11. 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.