

## How do I view my Advisee List?

- 1. Log into PiratePort https://pirateport.ecu.edu/
- 2. Click the Faculty/Advisor Self Service card in Pirate Port.



3. Click on Advisee Search on the dashboard.

₩ ECU	*		PeeDee Pirate
Faculty and Advisor Self Service Hello PeeDee Pirate, This is the entry page for Faculty and Advisors. You can navigate to the below pages depending on your ro • Advisee Search • Asignments • Change of Grade • Course Rosters • Faculty Orade Entry • Schedule Planner Advisor Mode • Week at a Glance	le at th	ne Unive	ersity.

4. Select a Term for which you would like to search for a specific advisee to view their student profile information.

A	dvising   Advisee Search	
A	dvisee Search	
r		Getting Started
١	Change term, search for a student, or view your advisee listing Term Fal 2020	Advisee Search
l		Use the Advisee Search page to select the term for

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

Advising   Advisee Search		
Advisee Search		
	11	Getting Started
Change term, search for a student, or view your advisee listing Term	ſ	Advisee Search
Fal 2020  View advisee listing, or search by  Student ID		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 advises assigned to you in the selected term.
Student Email Student Name		For Instructional tutorials on using the Advisee Search page, go to Faculty and Advising Self Service Help
Student ID View Profile View MV Advisee Listing	•	
View Profile View My Advisee Listing	Ĺ	

6. Your advisee list is displayed.

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Advis	see Listing							
Fall 20	20				🖾 Email All	<b>F</b> i	ter 🔻	Getting Started
	Name and ID	Program	¢	Primary Major 🗘	Academic Standing	\$	Student	Advisee Listing
	Pirate, PeeDee T B00905422 View Profile	BSBA-Management		Management	Good Standing		Active	The Advisee List page contains overview information
<							>	about all advisees that are assigned to you in the selected term
14	● Page 1 of 1 🕨 🗏 🛛	For Instructional tutorials on using the Advisee Listing page, go to Faculty and Advising Self Service Help						

- 7. In this screen you can do the following:
  - a. Use the scroll bar to view advisee information at a glance about each advisee.

Fall 2020									
Name and ID	*	Program	¢	Primary Major 🗘	Academic Standing	Student Status			
Pirate, PeeDee T B00905422 View Profile		BSBA-Management		Management	Good Standing	Active			
< >									
Page 1 of 1 Per Page									

b. Use the navigation buttons to navigate your list of advisees or change the number of advisees listed per page.

Fall 2020				😂 Email All	Filter 🔻
Name and ID	Program	¢	Primary Major 🗘	Academic Standing	Student Status
Pirate, PeeDee T B00905422 View Profile	BSBA-Management		Management	Good Standing	Active
<					>
₩ 🔻 Page 1 of 1 🕨 🗏 🛛	10 \vee Per Page				Records: 1

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.

Fall 202	Fall 2020									
	Name and ID	Ŧ	Program	\$	Primary Major 🗘	Academic Standing	Student Status			
2	<u>Pirate, PeeDee T</u> <u>B00905422</u> View Profile		BSBA-Management		Management	Good Standing	Active			
<							>			

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

Fall 2020							🖾 Email All	🕈 Filter 🔹
	Name and ID	~	Program	÷	Primary Major 🗘	Academic	Standing 🗘	Student Status
2	Pirate, PeeDee T B00905422 View Profile		BSBA-Management		Management	Good Star	ding	Active
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e. Use the filter button to search for a specific group of advisees (i.e all Freshmen).

Fall 2020				🖾 Email All	🕈 Filter 🔺
Filter Records					
Name	~	Equals	~		•
Add Another Column	~				
				Cancel	All Go

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,

Fall 2020     Email All     Filter								
Name and ID	Program 🗘	Primary Major	Academic Standing	Student Status				
Pirate, PeeDee T B00905422 View Profile	BSBA-Management	Management	Good Standing	Active				
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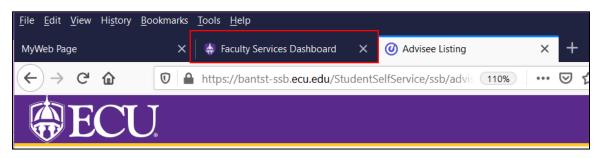
8. Click the Advisee Search in the cookie trail to return to the Advisee Search window.

Advising	• <u>Advisee Sea</u>	a <u>rch</u> • A	Advisee Listing						
Advisee	Listing								
Fall 2020					Ľ	Email All	<b>Filter</b>	•	
Nam	ne and ID	Progra	n \$	Primary Major	\$	Academ	ic Standing	\$	

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

Advising • Advisee Search	
Advisee Search	
	Getting Started
Change term, search for a student, or view your advisee listing Term	Advisee Search
Fail 2020       *         View advisee listing, or search by            Student ID         Student Email         Student Name         Student Name         Student ID         View Profile         View My Advisee Listing	Use the Advisee Search page to select the term for which you would like to search for a specific advisee to view ther 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 <u>Faculty and Advising Self Service Help</u>

10. 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.