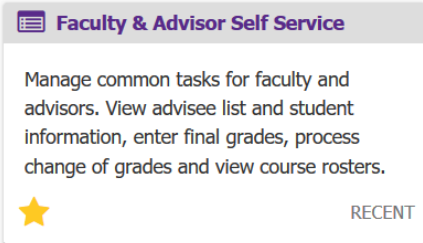
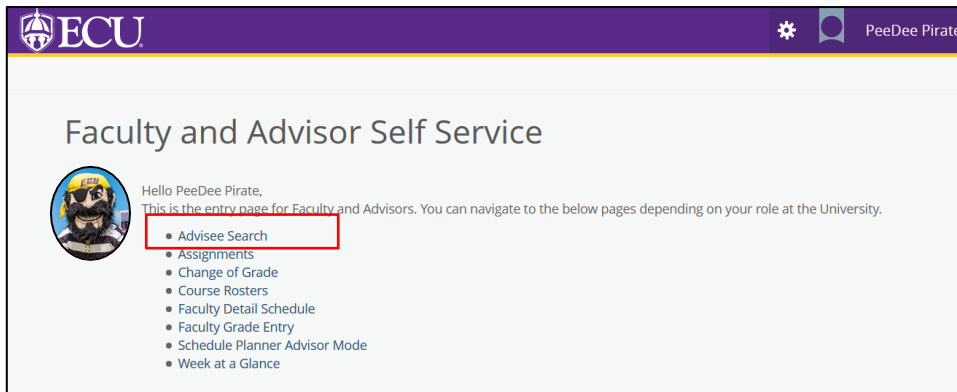


## How do I view my Advisee List?

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



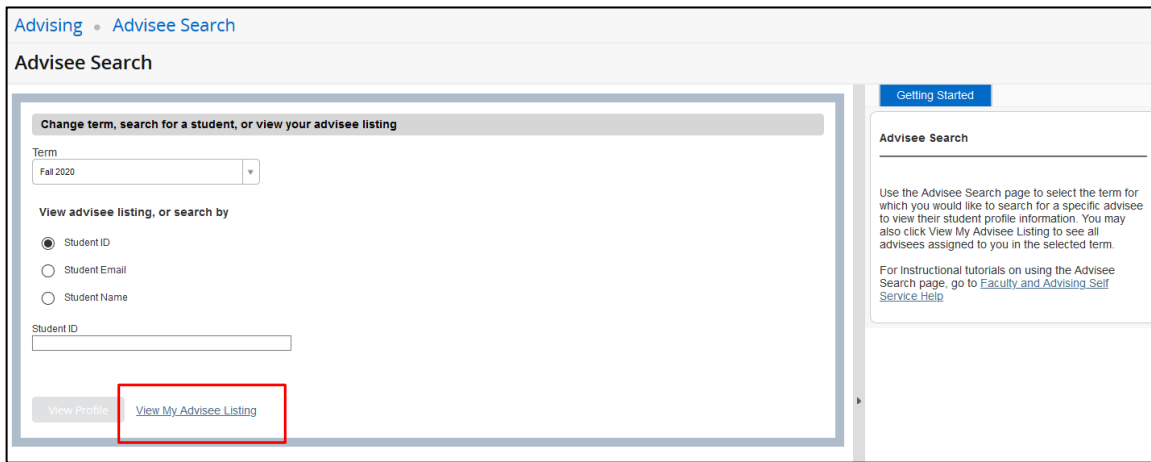
3. Click on Advisee Search on the dashboard.



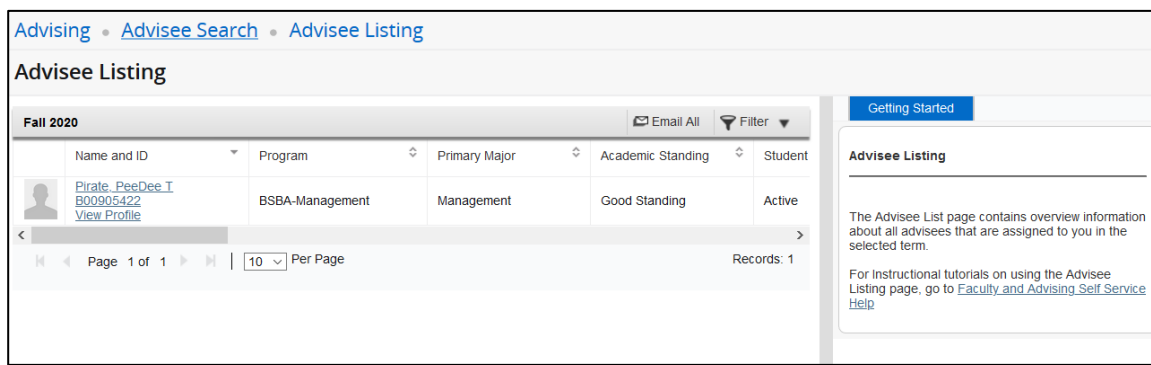
4. Select a Term for which you would like to search for a specific advisee to view their student profile information.



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

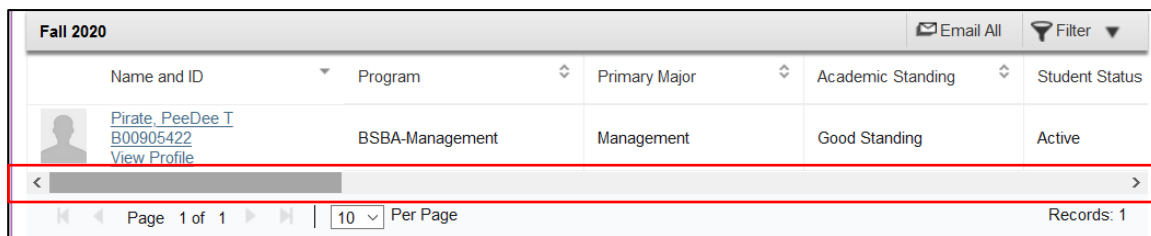


6. Your advisee list is displayed.

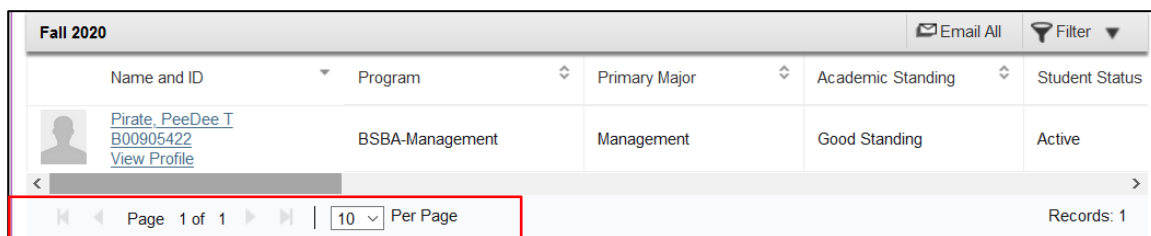


7. In this screen you can do the following:


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.

Fall 2020						
Name and ID	Program	Primary Major	Academic Standing	Student Status	Email All	Filter
 <a href="#">Pirate_PeeDee T</a> <a href="#">B00905422</a> <a href="#">View Profile</a>	BSBA-Management	Management	Good Standing	Active		


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

Fall 2020						
Name and ID	Program	Primary Major	Academic Standing	Student Status	Email All	Filter
 <a href="#">Pirate_PeeDee T</a> <a href="#">B00905422</a> <a href="#">View Profile</a>	BSBA-Management	Management	Good Standing	Active		

- 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	Clear 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						
Name and ID	Program	Primary Major	Academic Standing	Student Status	Email All	Filter
 <a href="#">Pirate_PeeDee T</a> <a href="#">B00905422</a> <a href="#">View Profile</a>	BSBA-Management	Management	Good Standing	Active		

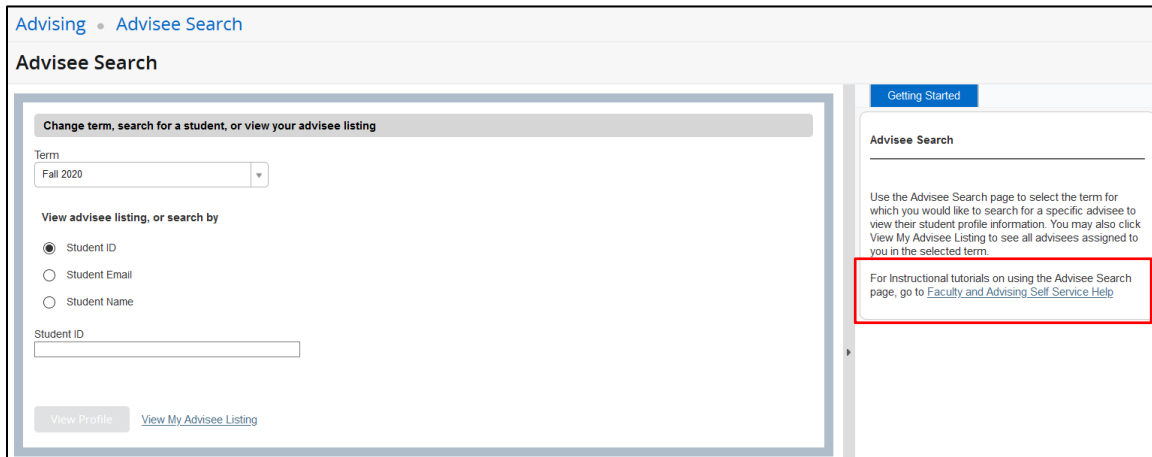
- 8. Click the Advisee Search in the cookie trail to return to the Advisee Search window.

Advising • **Advisee Search** • Advisee Listing

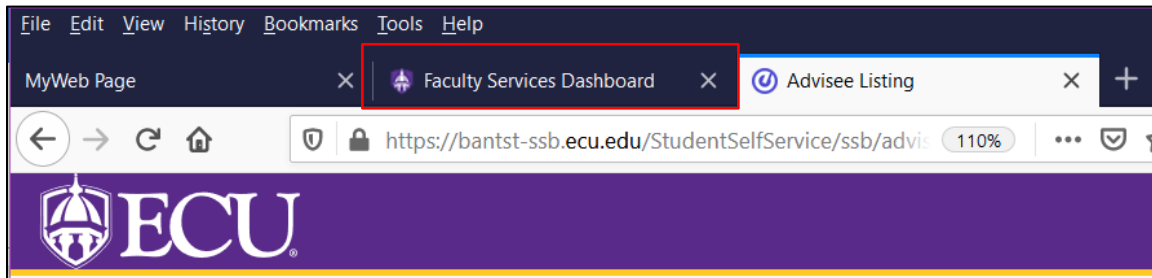
### Advisee Listing

Fall 2020					
Name and ID	Program	Primary Major	Academic Standing	Email All	Filter

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



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.