

Advisor Student Profile Staff User Guide

Navigating Advisor Student Profile in MyTSU

MyTSU portal: An integration with Self-Service Banner 9.x, can be used by academic advisors and faculty members who are advisors achieve holistic and comprehensive engagements. Each user can view an advisee profile page and access student information such as: unofficial academic transcripts, grades and Degree Works tool.

Launch MyTSU portal: www.tsu.edu/mytsu

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MyTSU Faculty V Employee V Human Resources V OIT Serv	vice Reque	sts/Inciden1	is 🗸 🤅	Training Library					
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© "We Wear Because Tigers Care"Coronavirus (COVID-19) Updates: TSU is ways to stay safe.	s monitorir	ng the ongo	ing COVIE	-19 situation. Cur	rent Phase: Phase 2.	Learn more about	the virus	<u>- and</u>	
$\ensuremath{\textcircled{O}}$ You can $\underline{\mbox{Apply Here}}$ for the CARES Act funding if you are an eligible TSU	student.								
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1. Choose either **"Employee"** or **"Faculty"** according to your assigned university role.

MyTSU Faculty 🗸	Employee $ \smallsetminus $	Human Resources 🗸	OIT Service Requests/Incidents $ \bigvee$	Training Library

2. Select "Advisor Student Profile" from the drop-down menu.



"Advisee Search" application will launch

	🛠 🖸 Susan Advisor
Advising Advisee Search	
Advisee Search	
	Getting Started
Change term, search for a student, or view your advisee listing Term	Advisee Search
Select Term 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 advisees assigned to you in the selected term.
Student Email Student Name	<u></u>
Student ID View Vrotifie View My Advisee Listing	

3. "Select Term" from the drop-down menu

	🏶 🔽 Susan Advisor
Advising 🔹 Advisee Search	
Advisee Search	
	Getting Started
Change term, search for a student, or view your advisee listing	Advisee Search
Select Term	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.
Fail 2020 2nd Summer 2020	
1st Summer 2020	
May 2020 Vinov Droffic View My Advisee Listing	

4. Choose a "Search by" option.

(e.g., Student I.D., Student Email, Student Name)

• If no match is found, a message is displayed.

	🛠 🛛 Dr. Susan Advisor
Advising Advisee Search	
Advisee Search	
	Getting Started
Change term, search for a student, or view your advisee listing Term Select Term	Advisee Search
View advisee listing, or search by Student ID Student Email	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.
O. Student Name Student ID	
View Profile View My Advisee Listing	
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- If "Student I.D." is selected, enter T-number.
- If "Student Email" is selected, include @student.tsu.edu
- If "Student Name" is selected, only eligible advisees for the selected term are available. Search for a student by entering their name:
 - Last, First Middle (e.g. Tiger, Tommy)

NOTE: The "View My Advisee Listing" is an upcoming feature. Contact a representative in your academic unit for additional guidance.

5. Click "View Profile" when a match is found.

View Profile

Student Profile will launch.

- View Student Profile:
 - ✓ Academic Standing

 - Biographic Information
 Curriculum, Hours and GPA
 - ✓ Holds
 - ✓ Registration Notices
 - ✓ Registered Courses

Advising +	 Student Profile 					
Student Profile - Tomm	y Tiger (TXXXXXXXX)					
Term: Winter 20XX	Standing Go	od Standing, as of Fail 20XX	Overal Hours: 121 Overal GP	A 3.34	Registration 1	Notions: 🚺 🗍
*	Bio Information	t tiger1234@student.tsu.edu	CURRICULUM, HOURS & C	ipa.		
P A	Phone: Gender: Date of Birth	Not Provided Male 05/05	Primary Secondary	Hours & GPA		
Contractions and Courses	Ethnicity: Race: Citizenship: Emergency Contact: Emergency Photos: General Information Level: Status: Status: Status: Residency:	Net Fispenic or Latino White Non-Hispanic Olazin Mospositi Tipor Net Provided Sentiar Active Student Continuing Dut Of Sane	Degree: Study Path; Leves: Program; College: Major: Concentration; Minor: Concentration; Admit Type: Admit Term; Catalog Term;	Bachelor of Arts Not Photode Undergraduate BA: Gennal Studies Liberal Arts: & Benaviouri Sce Climital Studies Climital Studies Congraduate Schoography Not Photode Not Photode Standard Fail 2000. Fail 2000.		
Additional Links	Campus: First Term Attended: Matriculated Term:	(R) CentratiOn Campus F at 2000 Not Provided	REGISTERED COURSES			
Academic Transcripts View Grades	Last Term Attended: Leave of Absence:	Fait 2000r Not Provided	Not Registered			
Degree Works	Graduation Information Graduation Applications:	Activa(1)	Total Hours Registered Ho Not evaliable	ours: 0 Billing Hours: 0 CEU Hour	n: 0 Min Hours: Not availabl	e Max Hou
	Advisors Advisors are not assigned for the set	ected term				

• Access Additional Links:



✓ Academic Transcripts

Unofficial

			🗱 💭 Dr. Susan Ad
Student 🔹 Academic Transo	cript		
Academic Transcript			
Information for Tommy	Tiger		
Transcript Level	Transcript Type		
All Levels	✓ Advisor	¥	
(1) This is not an official tran	script, Courses which are in progr	ss may also be included on this transcript.	
	script. Courses which are in progr	ss may also be included on this transcript.	
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This is not an official tran Student information			
This is not an official tran Student Information Birth Date	Student Type		
This is not an official tran Student Information Birth Date Sep 03, 2003	Student Type		

✓ View Grades

									*	Dr. Susan Adviso
View Grades										
Student Grades	- Tommy Tiger (тххх	(XXXX)							
Spring 2021 🗸	Undergraduate 😽									
GPA Summary View Selected Term Institute	3.10 3.10	Primary Level : College Degree : Program	Bachelor of	a & Behavioral Science Arts						
Course Work						• •		Search by Course T	Ite or Subject Code	(
Subject 0	Course Title	° (ampus	⁰ Midterm Grade	Final Grade 0	Attempted Hours ⁰ Earned Hours ⁰	OPA Hours 0	Quality Points 0	CRN ⁰	Action
BIOL 112, 065	Biological Science Lab II	9		A.		1.000			20160	
BIOL 132, 025	Biological Science II	9		A+		3 000			20185	
POLS 235, D3	American Government	:9				0.000			20776	
HIST 231, 038	Soc & Pol Hist US to 1877	9				0.000			21022	
									21041	
	Chemistry II	9		Α		3.000			21041	
CHEM 132, WE1	Chemistry II Chemistry II Lab	9		A		1.000			21041	
CHEM 132, WE1 CHEM 112, WE1 POLS 235, 015										

✓ Degree Works

Worksheets			8 c :
Student ID T00XXXXXX	Same Tiger, Tommy	Bachelor of Arts	
Level Undergraduate Classification Fresh	men Major General Studies Program BA General	Studies College Liberal Arts & Behavioral St	tudies
	g Good Standing Anticipated Graduation Date 13-MAY-2	2002 Holds Athletic Eligibility TSI Status Passe	ed (
		Holds Athletic Eligibility TSI Status Passe	d

Contact a representative in your academic unit for additional guidance.

• www.tsu.edu/campus-advisors

Technical support is available 24/7 by emailing IT Service Center: *itservicecenter@tsu.edu* or submitting a case: *http://itservicecenter.tsu.edu*

As always, we appreciate your support as we continue to improve the tools that ensure "Excellence in Achievement."

