Get to Know **PEOPLESOFT ADVISOR CENTER**  
A guide for advisors at the University of Minnesota

**What is it?**

The PeopleSoft Advisor Center is an online tool that places student and academic records at the fingertips of staff and faculty advisers.

Advisers can navigate to the Advisor Center through the My Advisees tab on their MyU homepage. Faculty with assigned advisees can also access the Advisor Center from within the Faculty Center.

Note: All Plan Level Coordinators (PLCs), Director of Graduate Studies (DGSs), and College Coordinators (CCs) will also have the My Advisee tab, even if they do not have assigned advisees.

**Accessing PeopleSoft Advisor Center**

Log in to [MyU.umn.edu](http://MyU.umn.edu) with your Internet ID and password.

Next, click on the **My Advisees** tab. From here, you will see your assigned advisees listed.

Click either the **General Info** or the **Advisor Center** link to be taken to the **Advisor Center**.

Note: Students assigned to an adviser will automatically appear on the My Advisees tab; information regarding students not assigned may be accessed through the Advisor Center.
The Advisor Center will display these tabs:

- my advisees
- student center
- general info
- transfer credit
- academics

The Advisor Center is organized by five tabs: my advisees, student center, general info, transfer credit, and academics. The sub tabs make it easier to navigate to the area that you wish to view. Active tabs are shown in white, while inactive tabs are shaded.

Note: The Faculty Center tab only displays if you have been assigned as an instructor or proxy to a class or classes in PeopleSoft.

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### My Advisees

The **my advisees** page is a convenient way to view student information in one place.

- Click the **Name** or **ID** column headers to sort your advisees by that field.
- **View Student Details** is a convenient link to that advisee’s Student Center page.
- To email all your advisees or a selected group of advisees, use the **notify** buttons at the bottom of the page.
- Click the **View Data for Other Students** button at the bottom to view students who have not been assigned to you. You then search by ID, National ID (SSN) or Last/First Name; click Search and you will be taken to that student’s Student Center.

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To email all your advisees or a selected group of advisees, use the **notify** buttons at the bottom of the page.

Download the list of advisees into Excel by holding down the Ctrl key and clicking **Download**.

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My Advisees - Related Content

From the my advisees tab, you can run two reports from the Related Content link:

• My Advisees - No Enrollment
• Advisee Reg Holds

When either of these reports is clicked, the Related Content area at the bottom of the page will open.

1. Choose the desired report
2. Enter a term and click View Results.

Student Center

The Student Center page provides you the ability to see to what a student sees in his or her Student Center. The available sections are as follows: Academics, Personal Information, Holds, To Do List, Milestones, Enrollment Dates, and Advisor.

To view an advisee's Student Center, click the student center tab.

Click the Change Advisee drop-down to select an advisee, and then click change.

Note: clicking the View Student Details link on the my advisees tab will also take you to the student center tab.
On the Student Center page, the **other academic** drop-down menu provides additional information. For example: to see the student’s transcript, choose **Transcript View Unofficial** and click the arrow button, and a new window will open.

To see the transcript, click the **Univ of Minnesota Unofficial** entry in the Report Type drop-down, and then click **view report**.

Note: This page may take several seconds to process. You will see a revolving icon in the upper right as it is processing; once it disappears, the transcript should appear shortly.

This popup window will appear once you have run a transcript, allowing it to be viewed again if you have closed the transcript window.
General Info

The general info tab provides you with access to the student’s holds, student groups and contact information. The available sections are: Service Indicators, Initiated Checklists, Student Groups, Personal Data, Names, Addresses, Phone, and Email Addresses.

To view your advisee’s personal information, click the general info tab.

To change the advisee, click the Change Advisee drop-down, select another advisee, and then click change.

Click the Collapse All and Expand All buttons to hide and display all sections of the page at once.

Note: Name, Birthdate, and SSN cannot be changed on this page. Most information is display-only for advisers.

Transfer Credit

The transfer credit tab provides you with access to the student’s course credit, test credit, and other credit (for life or work experience).

To view an advisee’s transfer credit, click the transfer credit tab.

To change the advisee, click the Change Advisee drop-down, select another advisee, and then click change.

Click the Statistics tab to view the amount of credit posted to your advisee’s academic record, or click to expand the data from all columns, which merges the tabs.

Note: “Test Credits” will detail Special Exams.
The **academics** page puts the advisee's academic record at your fingertips. There are two parts to this page: **Institution/Career/Program** (this page) and **Term Summary** (next page).

### Institution/Career/Program
The top of the page provides at-a-glance information about your advisee's career. This information includes when the student was admitted, when he or she intends to graduate, what the student's current major is, what the student’s current academic load is, and whether the student has an area of concentration or emphasis within the major.

Click **edit program data** to view or update the student's career info, depending on your access.

If multiple programs (campus or college) are displayed, click another program to view the student's academic record for that program. This advisee's primary program is CFANS on the Twin Cities campus.
Term Summary

The lower part of the page provides at-a-glance information about your advisee’s academic record by term. This includes information about his/her academic level and current term load, term schedule, and academic progress with grade point average. There are three sub-sections on this part of the page, which can be collapsed by clicking on these headers: Level/Load, Classes, and Statistics.

If multiple terms are displayed, click that term to view the student’s academic record and cumulative progress through that term end date.

Click any class title to view the Class Detail page for that section.

Click Quick Enrollment, if you have access, to register your student into classes for an upcoming term.

Click Term History to review your advisee’s grade point average for previous terms.

Click edit term data to view or update the student’s term activation record, depending on your access.