

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 Ser	vice Requests/Incidents $ \lor $	Training Library				
\fbox{TSU} Texas Southern University Portal					🛠 Not followi	ng
O"We Wear Because Tigers Care"Coronavirus (COVID-19) Updates: TSU ways to stay safe	is monitoring the ongoing CO ¹	/ID-19 situation. Curre	nt Phase: Phase 2: <u>L</u>	earn more about	the virus – a	nd
\odot You can <u>Apply Here</u> for the CARES Act funding if you are an eligible TSL	J student.					
TSU MYTSU Portal (Student and Alumni) equation of the second seco	Watch ia	ater Share	R	Degree Wasta	Empk	byee
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	Contract Indexing Indexing Indexing Indexing Indexing Index		Teams			

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 Term	Advisee Search
View advisee listing, or search by Student ID	Use the Advises Search page to select the term for which you would like to search for a specific advises to view their student profile information. You may also click View My Advises Listing to see all advises assigned to you in the selected term.
Student Email	<u></u>
Student LD Toew Profile 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 Term Term	Advisee Search
Select Term	Use the Advisee Search page to select the term for which you would like to search for a specific advise 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 * Zrid Summer 2020 *	
1st.Summer 2020	
May 2020 Micur Profile 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 Advise 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:	Not Provided Male	Primary Secondary	Hours & GPA		
Contractions and Courses	Ethnicity: Race: Citizensity: Emergency Contact: Emergency Phone. General Information Level: Solution Student Type: Residency:	Net Fispenic or Latino Write Konn Highenic Olazen Mos Provided Sentier Active Student Contemportation Control State	Degree: Study Path; Leves: Program; College: Major: Concentration; Minor: Concentration; Admit Type: Admit Term; Catalog Term;	Bachelor of Arts Not Photode Undergraduute BA: Gennal Studies Liberal Arts: & Benaviouri Sce Climital Studies Climital Studies Company Studies Not Photode Not Photode Standard Fait 2000. Fait 2000.		
Additional Links	Campus: First Term Attended:	(R) Centration Campus Fait 2000 Mot Broundard	REGISTERED COURSES			
Academic Transcripts	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
itudent 🔹 Academic Transc	ript		
Academic Transcript			
Information for Tommy	Гiger		
Transcript Level	Transcript Type		
All Levels	✓ Advisor	¥	
(1) This is not an official tran	script, Courses which are in progr	s may also be included on this transcript.	
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	script. Courses which are in progr Studient Type First Time Freshme	x may also be included on this transcript.	

✓ View Grades

								*	Dr. Susan Advisor
View Grades									
Student Grades	- Tommy Tiger (TXXXXXXXX)							
Spring 2021 🗸	Undergraduate 😔								
GPA Summary View	Details 3.10 3.10 mail Transfer Overall	Primary Curriculur Level : Unkernal College : Liberal A Degree : Bachclor Program : BA Gene	n View Details uste Is & Behavioral Science of Arts ral Studies						
Course Work					• •		Search by Course T	te or Subject Code	Q
Subject 0	Course Title	0 Campus	⁰ Midlern Grade ⁰	Final Grade	Attempted Hours © Earned Hours	CPN Hours	Quality Points 0	CRN	P Action
BIOL 112, 065	Biological Science Lab II	9	A.		1.000			20160	
BIOL 132, 025	Biological Science II	Э	A+		3.000			20165	
POLS 235, 03	American Government	.9			0.000			20776	
HIST 231, 035	Soc & Pol Hist US to 187	9			0.000			21022	
CHEM 132, WE1	Chemistry II	Ð	A		3.000			21041	
CHEM 112, WE1	Chemistry II Lab	9	A		1.000			21042	
POLS 235, 015	American Government	9	A-		3.000			21220	
COMM 138, 04	Public Address	P			3 000			22082	

✓ Degree Works

Worksheets			₽ ₪ :
Student ID T00XXXXXX	Tiger, Tommy	Bachelor of Arts	
Level Undergraduate Classification Freshme	n Major General Studies Program BA General	Studies College Liberal Arts & Behavioral St	tudies
Institutional GPA 3.10 Academic Standing C	iood Standing Anticipated Graduation Date 13-MAY-2	Holds Athletic Eligibility TSI Status Passe	d
Academic Standing C	iood Standing Anticipated Graduation Date 13-MAY 2	Holds Athletic Eligibility TSI Status Passe	a

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."

