HOW TO ACCESS THE ADVISEMENT REPORT (AR) FROM THE FACULTY CENTER

1. To review an advisee's Advisement Report (AR) navigate to **Main Menu > Self Service > Advisor Center > My Advisees**.

2. From the My Advisees page, click **View Student Details** to access an advisee's student center.

3. Select Advisement Report-AR from the drop down menu and click the "Submit" icon to generate the report. When done, hit the cancel button at the bottom of the AR. To view a different advisee, select that advisee from the *Change Advisee* drop down then select the green change button.