AMERICAN UNIVERSITY OF BEIRUT

INTRODUCTION TO ADVISORS' SELF SERVICE USER GUIDE

American University of Beirut

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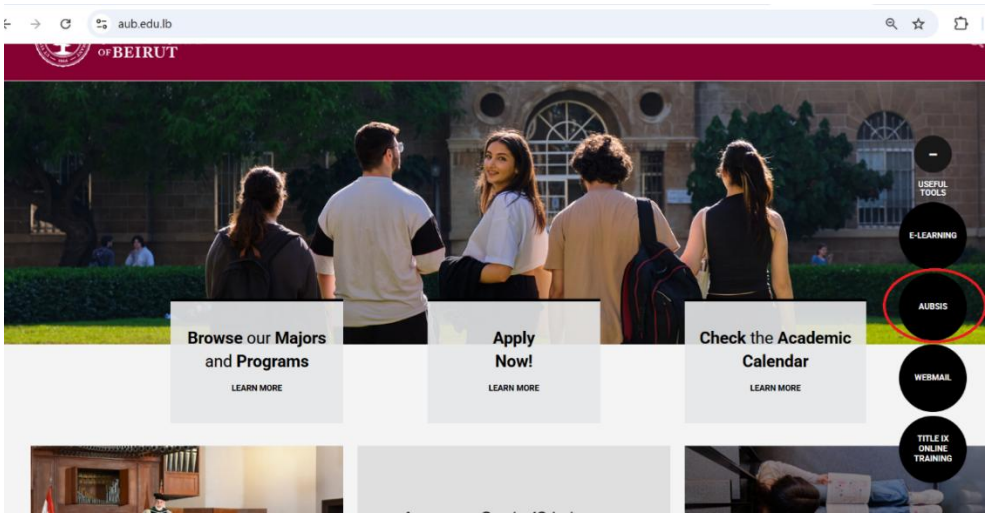
1. OVERVIEW

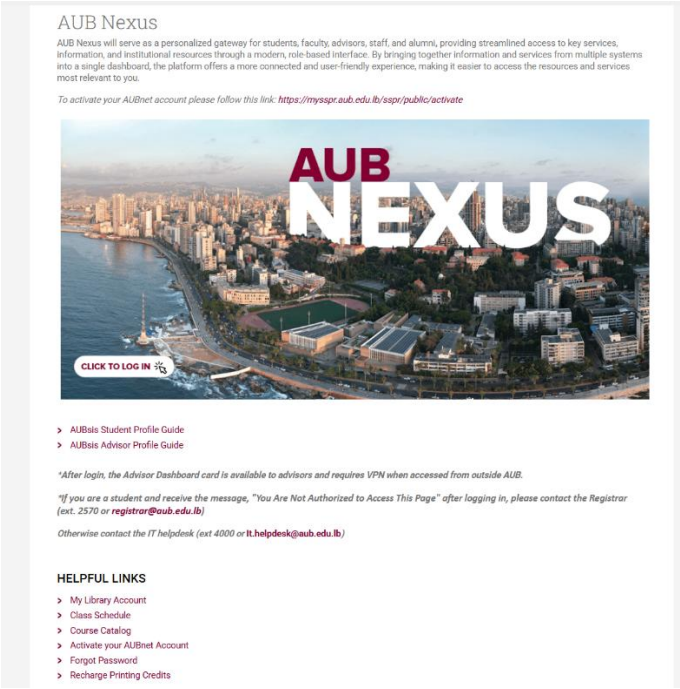
This guide provides Advisors with step-by-step instructions for the ellucian Experience card and the Self-Service portal.

2. ACCESSING THE SYSTEM

Follow these steps to access the Ellucian Experience:

1. Go to AUB website -> Useful tools -> AUBSIS
2. Log in to the AUB Nexus (Ellucian Experience portal) using your university credentials.



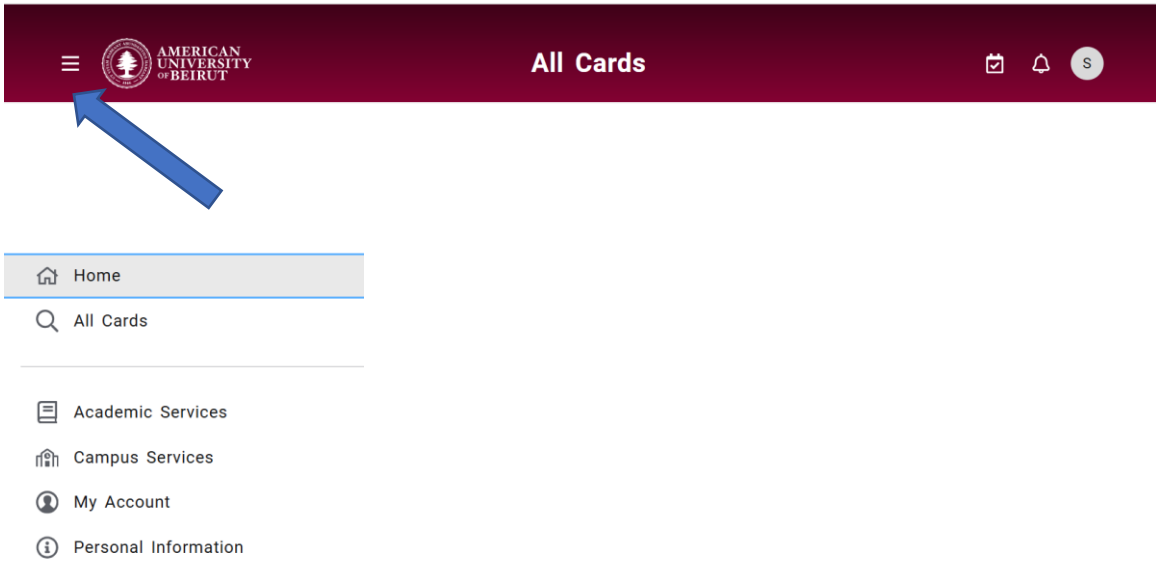


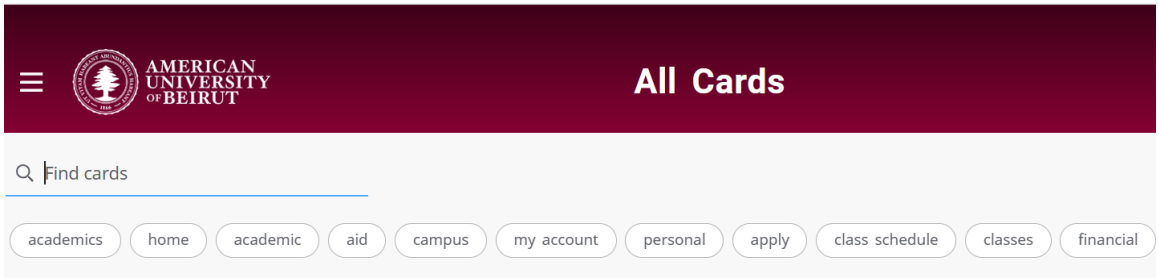
3. PORTAL TABS

The portal is divided into 5 tabs:

- **Home Page**
  Main entry page. Contains the pinned favorites cards.
- **Academic Services**
  Cards related to academic services
- **Campus Services**
  Cards related to campus services
- **My Account**
  Launchpad to account services
- **Personal Information**
  Edit and view personal Info

Review and Select Cards Categories





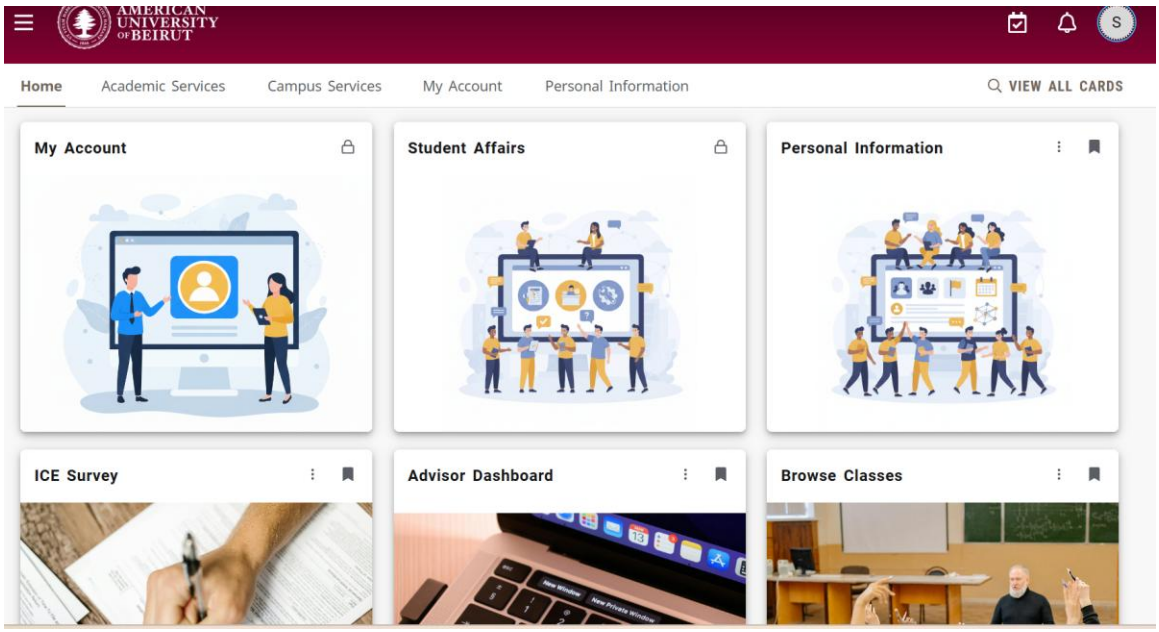
3.1 Home page

Contains all the pinned cards. Allows the user to add all frequently used cards to the home section.

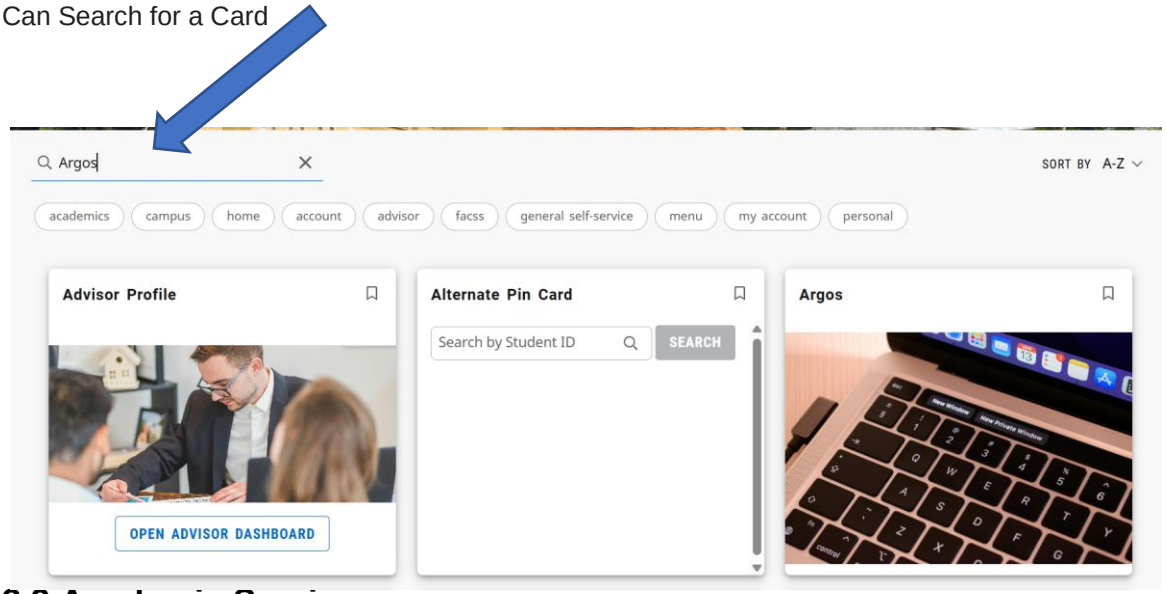
To add a card to this page, go to the actual page (e.g. Academic Service) and click on pin button at the top-right corner.

To remove a card from this page, unclick the pin button (from Home page).

Review the Cards and select needed access



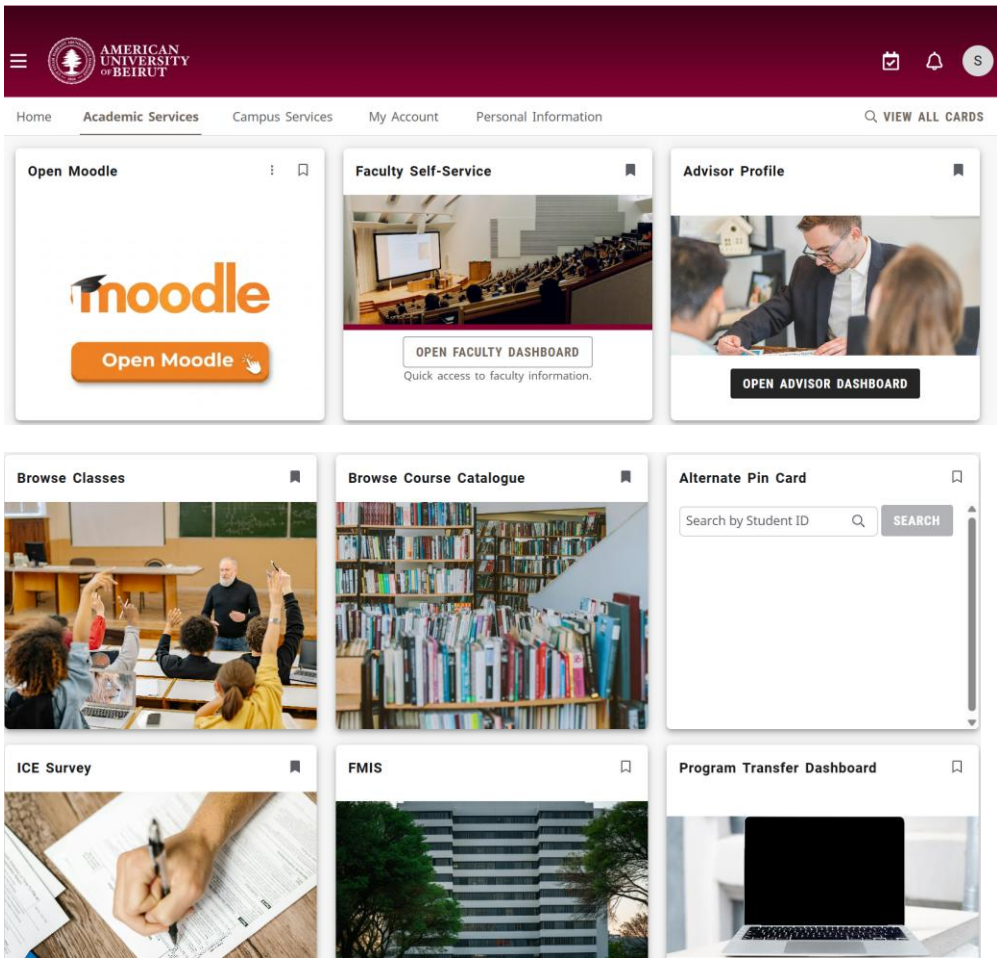
Can Search for a Card



3.2 Academic Services

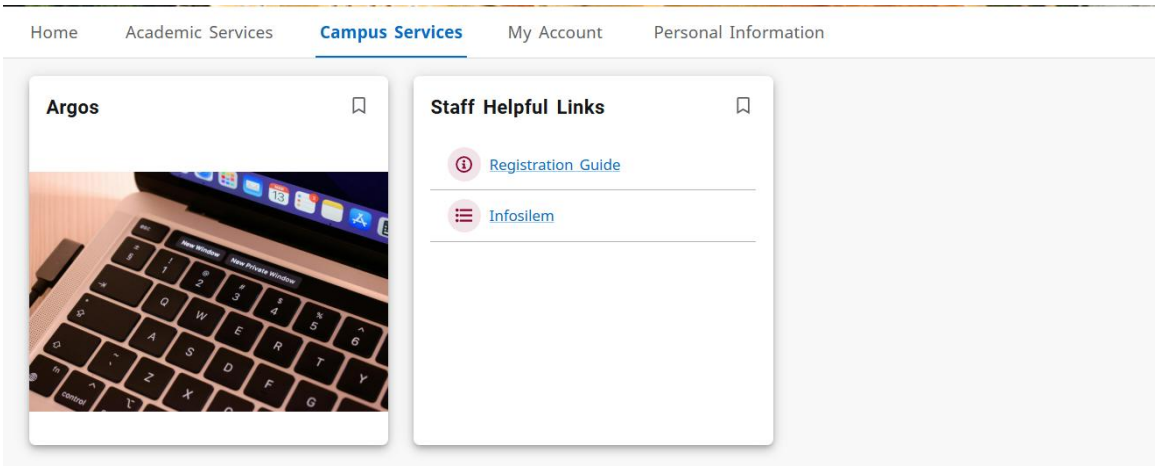
Contains the cards related to academic info.

- Moodle link
- Faculty Self-service dashboard
    - Link to Banner Faculty Self-Service
- Advisor Profile
    - Link to Advisor Dashboard
- Browse Classes
    - Offered classes by term
- Browse Course Catalog
    - Course catalog details
- Alternate Pin Card
    - Review Registration Pin by Student Number
- ICE Survey link
- FMIS link
- Program Transfer Dashboard



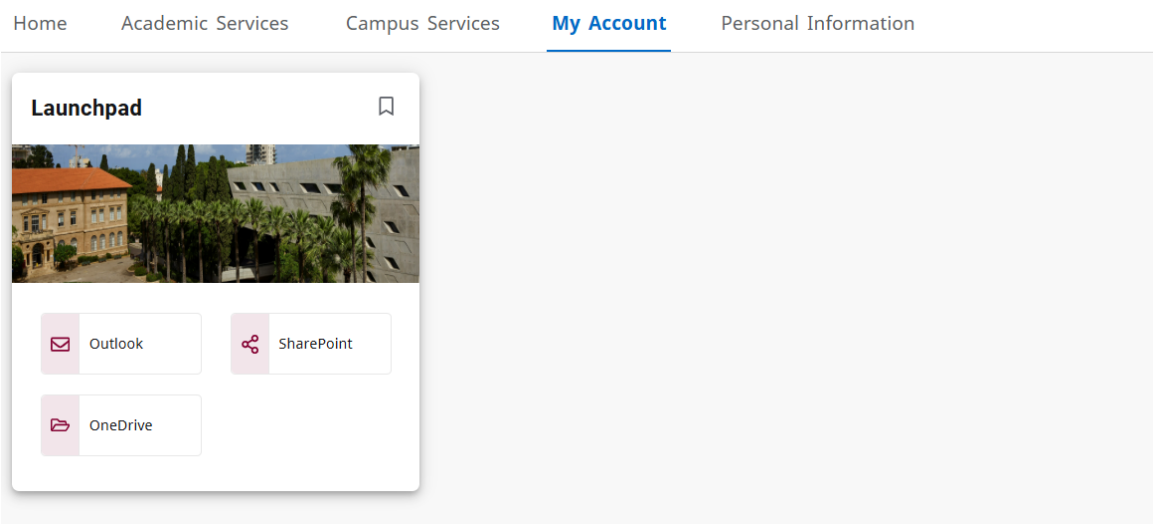
3.3 Campus Services

Links to Argos and other helpful links



3.4 My Account

Launchpad to Outlook, Sharepoint, OneDrive



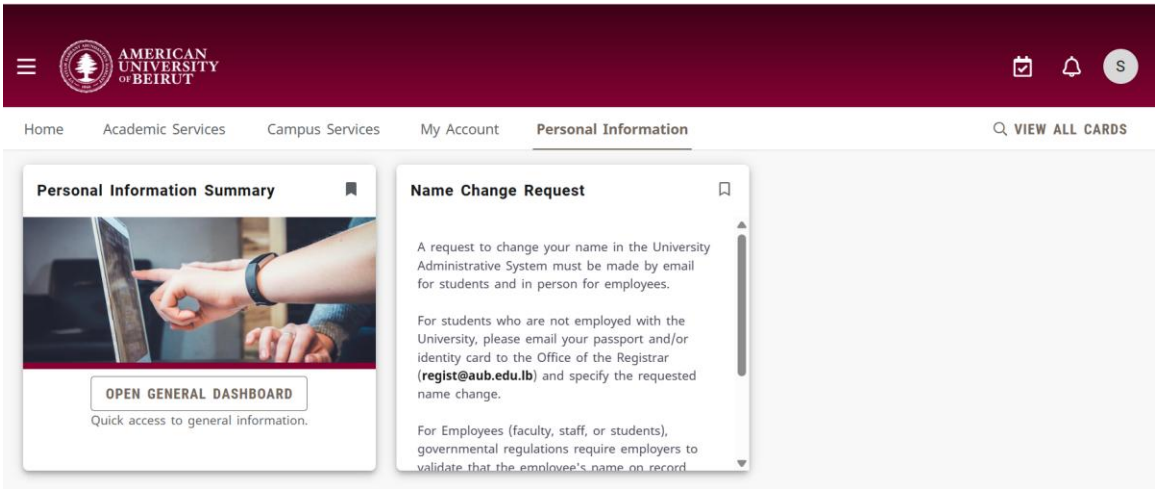
3.5 Personal Information

Allows the user to view

Personal Details

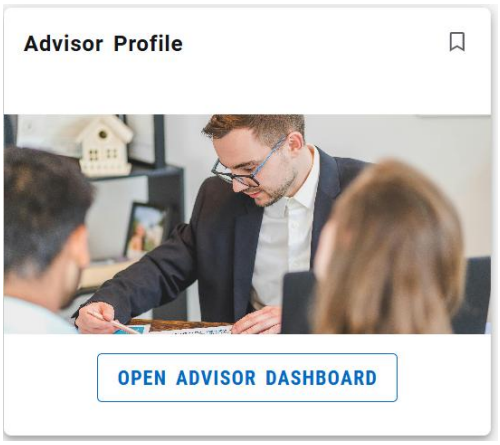
- Email
- Addresses

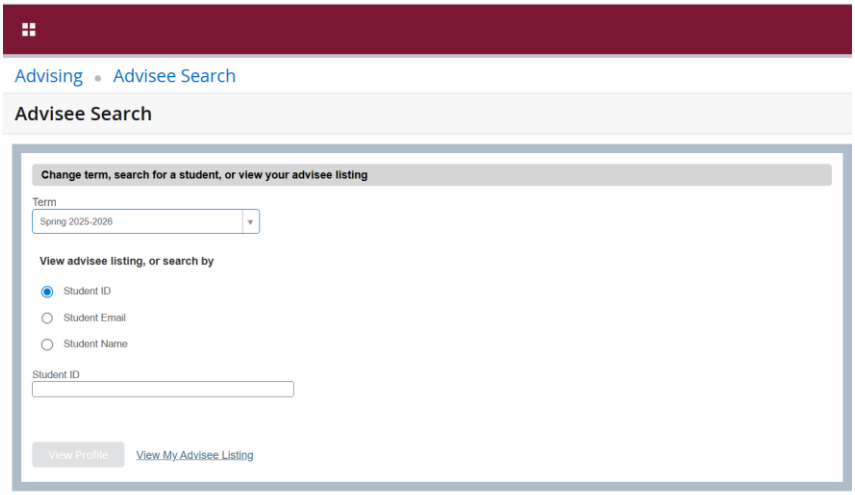
- Phones
- Emergency Contacts



3.6 Advisor Profile

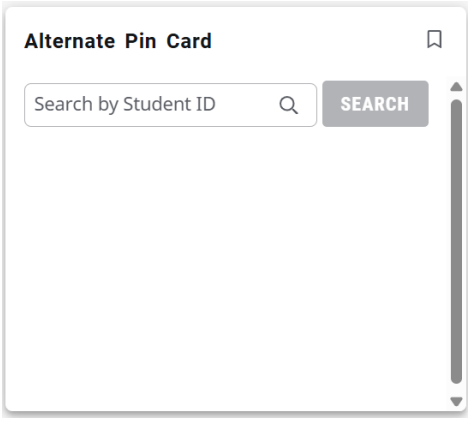
Advisor Profile will direct you to the Banner Advisor – Advisee Search

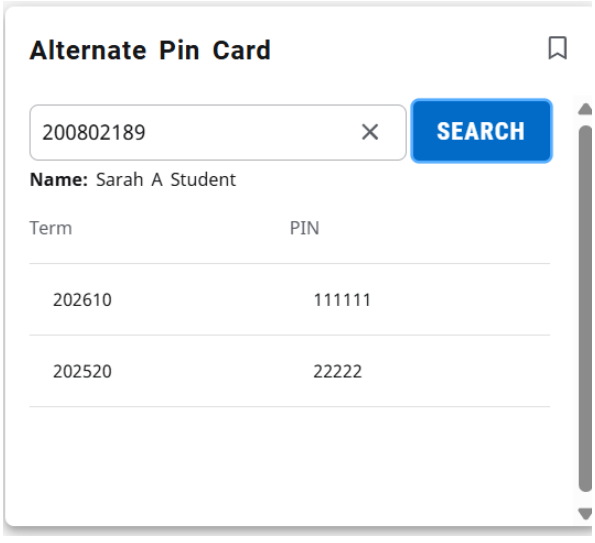




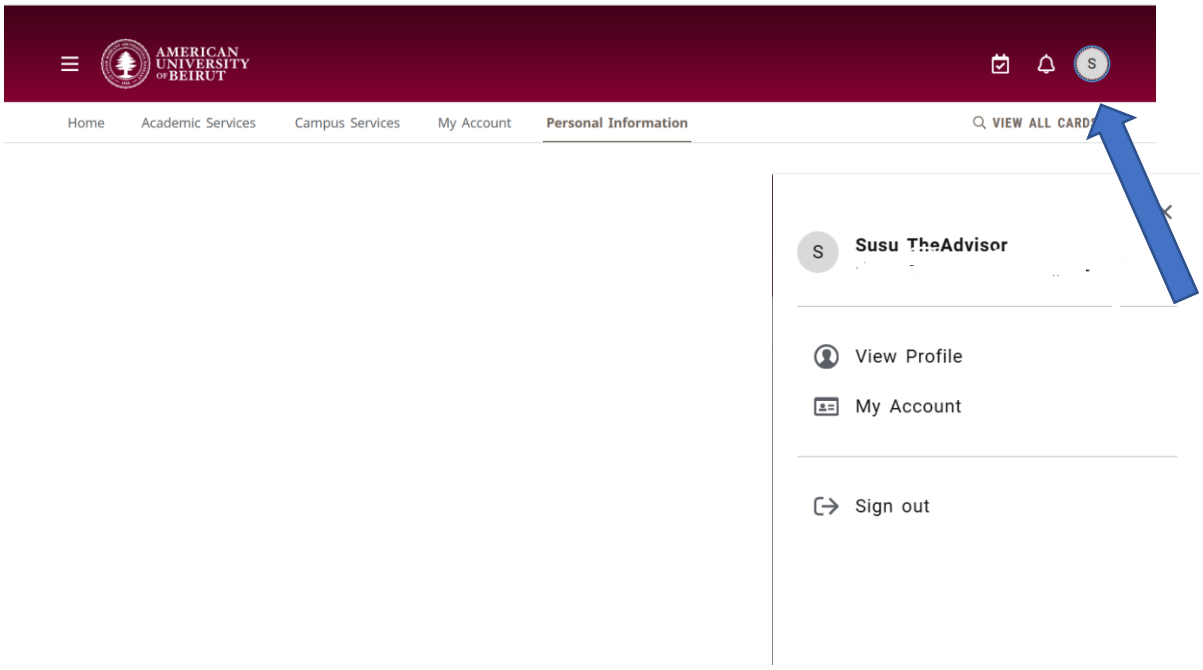
3.7 Alternate Pin Card

With the Alternate Pin Card – you can set the Student ID to display the Term related Alternate Pin





3.8 Sign Off


AMERICAN UNIVERSITY OF BEIRUT
S
Home
Academic Services
Campus Services
My Account
Personal Information
VIEW ALL CARDS
S
Susu TheAdvisor
View Profile
My Account
Sign out

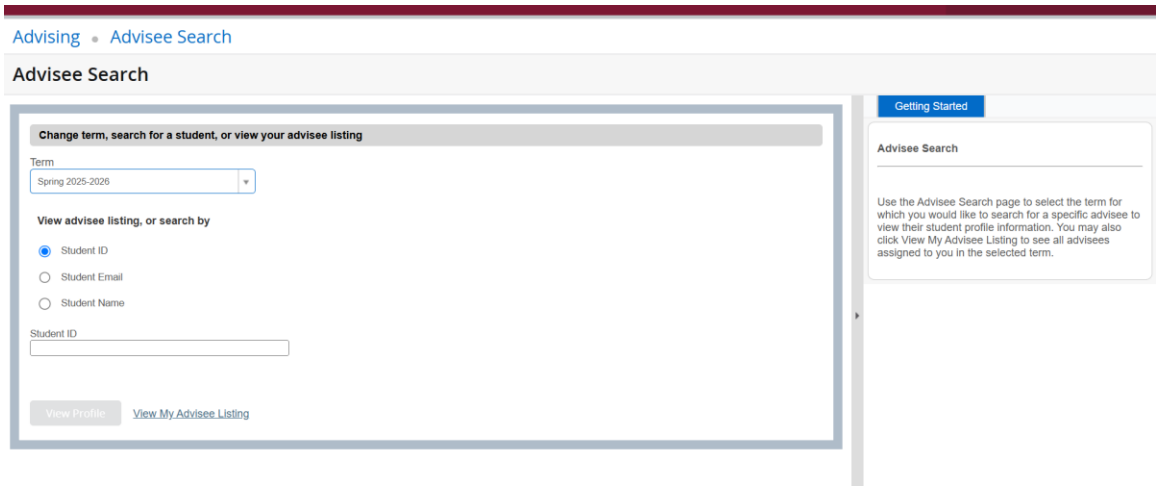
Sign Out
Are you sure you want to sign out?
CANCEL
SIGN OUT

4. ADVISOR DASHBOARD

Navigating the Banner Student Advisor Profile

4.1 Advisee Search Screen

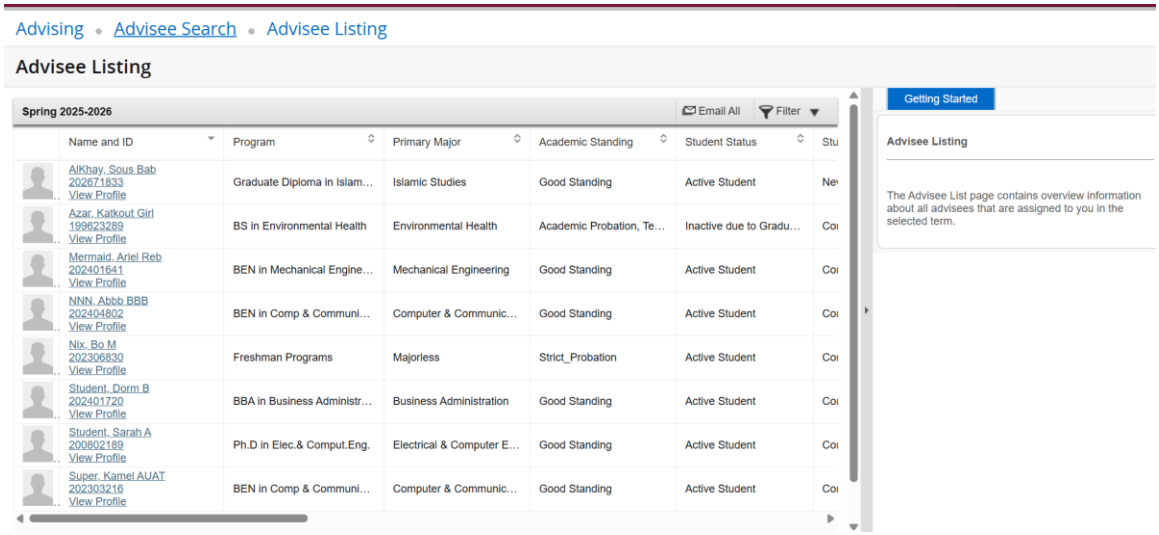
The first screen displayed in Banner Advisor Profile is the “Advisee Search” screen
- Use the Advisee Search page to select the term for which you would like to search for a specific advisee to view their student profile information.
- The selected term will determine which advisees you have access to as well as which information will be displayed for the students.
- You can search for one of your advisees individually by Student ID(201701234), Student Email, or Students Name and click “View Profile” to view this specifics students information.
- To see ALL advisees that are assigned to you for the selected term click the “View My Advisee Listing” Button, which will open the “Advisee Listing Screen”.



4.2 Advisee Listing Screen

The Advisee Listing provides a list of all students with whom you have an active advising relationship for the given semester. You can sort, filter, and/or download the list of advisees, email advisees, and you can access an individual student’s profile from this page

- Navigate through all advisees using the horizontal arrow keys at the bottom of the screen
- Quickly filter by the information criteria displayed by clicking the Column headers
- For more advanced filtering click the “Filter Button” in the right corner
- The “Email All” button allows you to quickly send a BCC message to advisees
- To download an Excel list of your advisees select Tools>Export Advisee Listing>Export
- If your advisees are filtered this export will only include the students in the filter



Email All To email the students in the advisee list, perform the following steps.

- Select the Email All button.
- Outlook will be opened with all students BCC’ed
- Write the body text and send *

**Note: When a filter is in use, only the students on the filtered list are emailed.

Advanced Filtering Advanced filtering allows the user to filter on specific values between one or multiple criteria

- The first field allows the user to select what criteria to filter on
- The second field allows the user to determine the command of the value
- The third field allows the user to enter a specific value
- Use “Add Another Column” to add multiple criteria records to your filter
- To delete a criteria record press the minus symbol on the right

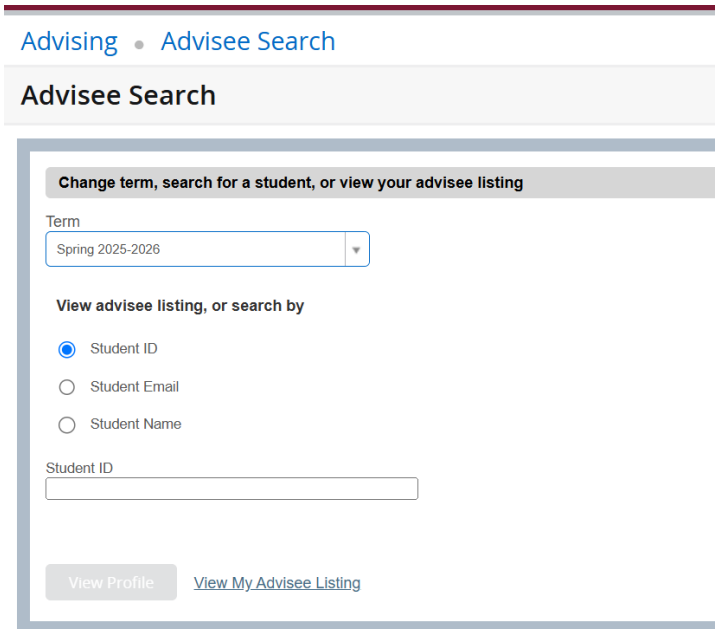
4.3 View Student Profile

The Student Profile contains a wealth of information about a student on a single page. Students also have access to their own profile in AUBsis. Information available from the Student Profile includes:
- Student Photo
- Student name and ID
- Basic biographic and demographic information
- General information about the student (level, classification, student status, residency)
- Academic advisor details
- Curriculum details
- Class schedule (the Registered Courses list only includes active registrations)
- Prior education details (including institutions attended and degrees earned) and Test Scores
- Academic Standing
- Overall earned hours and GPA
- A Registration Notices section, which displays information about items that could impact a student's ability to register for the term

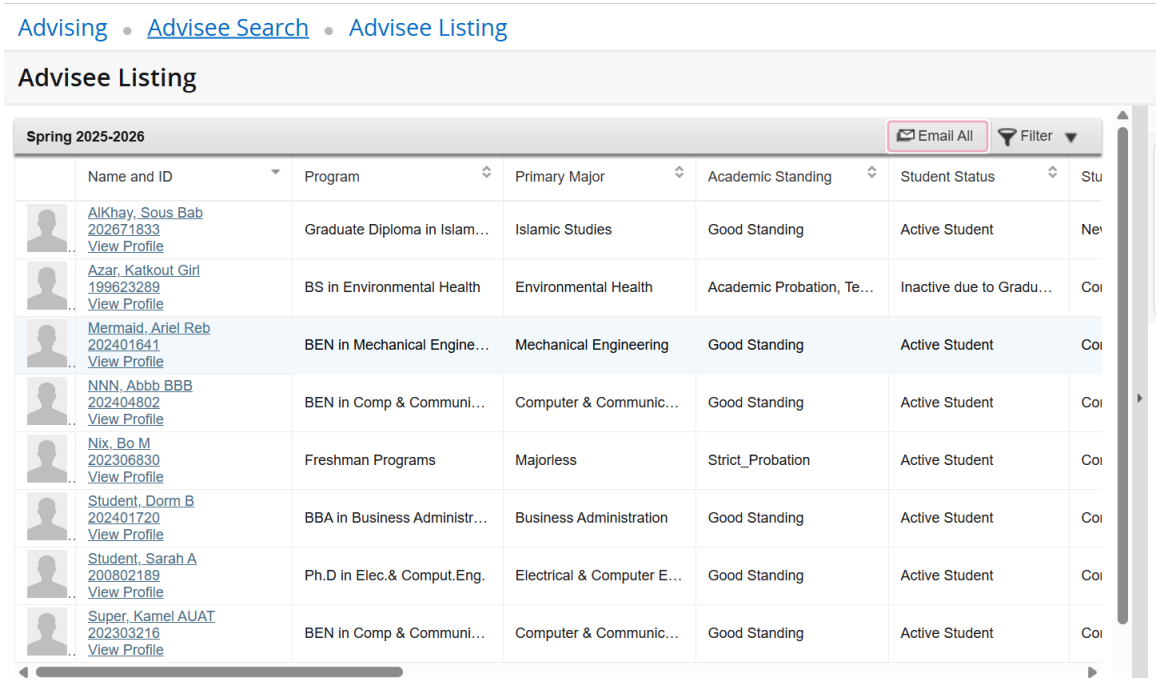
4.3 .1 How to View a Student's Profile

There are two ways to access a student's profile

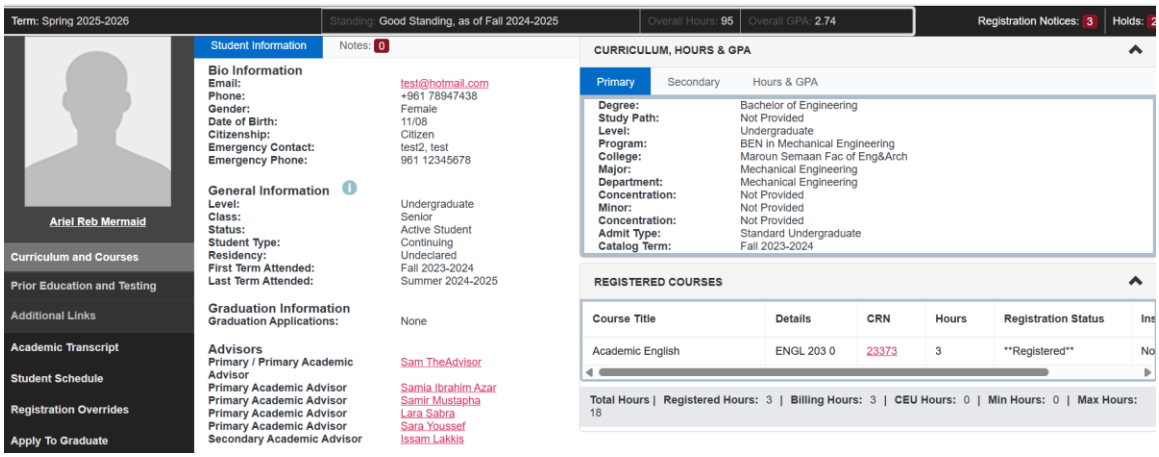
4.3.1.1. From the Advisee Search Screen use "search by" to find a student and click "View Profile"



. 4.3.1.2. From the Advisee Listing Screen select “View Profile” underneath the students Name



4.4 Navigating a Student’s Profile

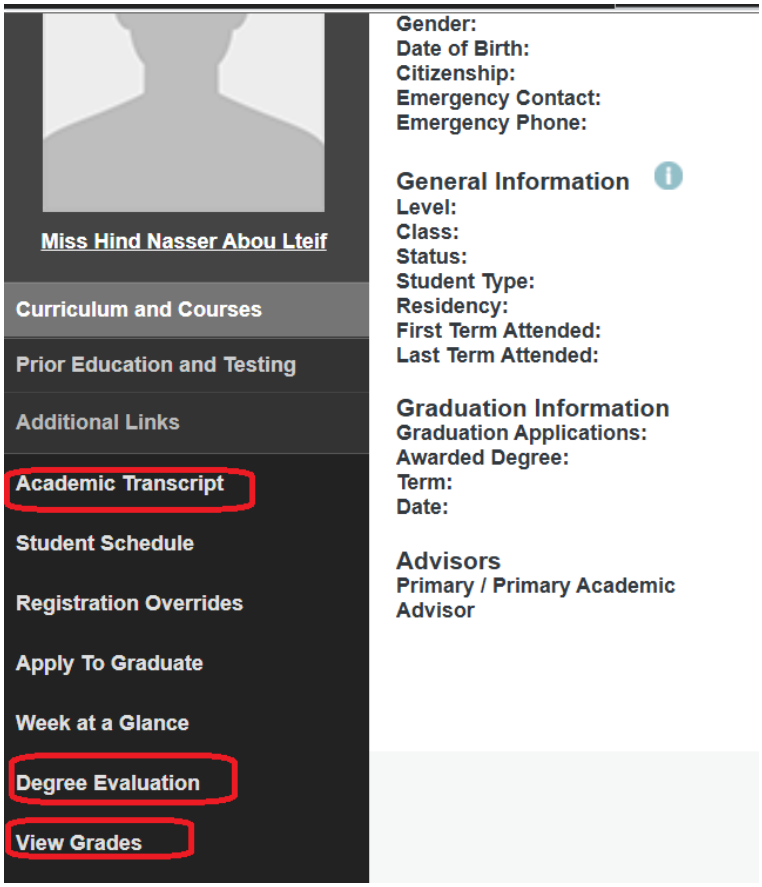


Before analyzing a student's information ensure the correct term is selected in the right hand corner. The term information being displayed in for the term you selected on Advisee Search Screen. Below are the descriptions of the screenshot:

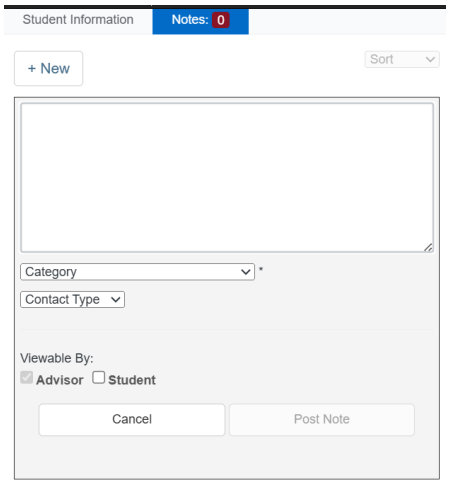
1. Curriculum and Courses- Displays curriculum information for the student's primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below

    A. Primary Degree Tab
    B. Secondary Degree Tab
    C. Hours Earned

2. Prior Education and Testing- Displays High School and Post-Secondary information as well as any Placement testing and cores
3**. Academic Transcript**- Link to unofficial web transcript.
4. **Degree Evaluation**: Link to open degree evaluation for the student.
5. **View Grades**: Opens grades details for the student.
5. Student Schedule- Link to student's concise schedule for selected term
6. Week at a Glance- Link to student's week at a glance schedule for the selected term
7. Student Information- Displays general information about student and their academic criteria
8. Notes Tab- Select this tab to add advising notes for the student
9. Registration Notices- Displays term selected Academic Standing, Student Status, Enrollment Status
10. Holds- Displays any holds associated with the student for the selected term



Adding Notes to a Students Profile:

To Add an Advising note select the Notes Tab and then “+ New”

1. Type the Note in the Text Box area
2. Select a relevant category
3. Select a Contact Type
4. When finished click “Post Note”