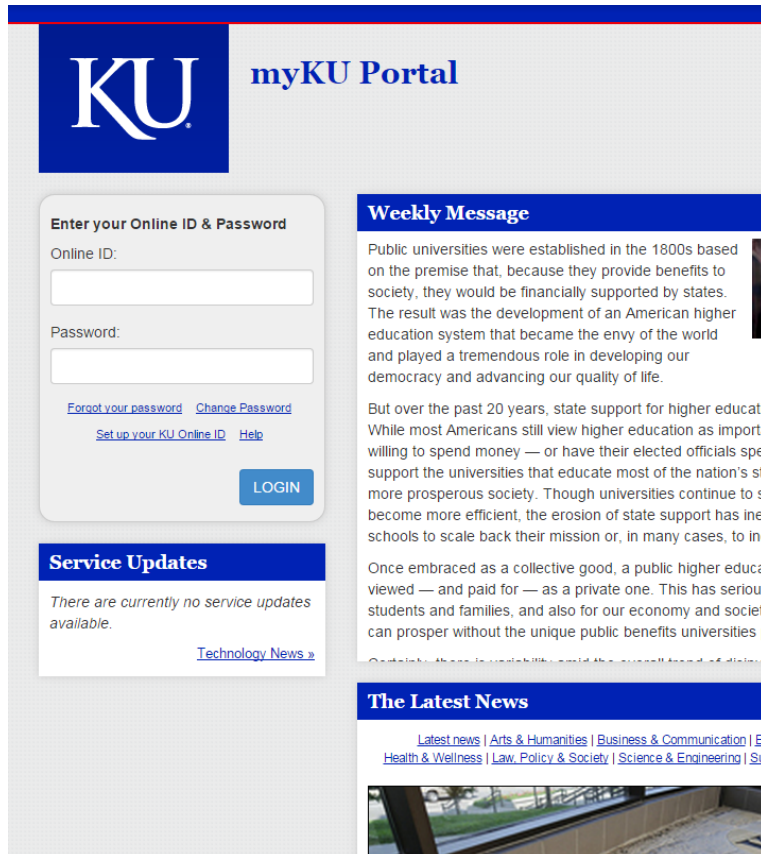


Accessing the Advising Report

Logging Into My Progress via the Portal

Keep in mind that as a user of these tools, you should be aware of KU data policies, all of which can be found at <http://www.policy.ku.edu>. Some specific policies and their respective web addresses are mentioned throughout this document.

LAWRENCE/EDWARDS CAMPUS USERS: At the KU website, access the Portal. Login to the Portal. Keep in mind that after 30 minutes of inactivity, you will have to login again.



The screenshot shows the myKU Portal login interface. At the top left is the KU logo and the text "myKU Portal". Below this is a login form with the heading "Enter your Online ID & Password". It contains two input fields: "Online ID:" and "Password:". Below the fields are links for "Forgot your password", "Change Password", "Set up your KU Online ID", and "Help". A blue "LOGIN" button is positioned at the bottom right of the form. To the right of the login form is a "Weekly Message" section with a blue header. The message text discusses public universities and their historical role. Below the message is a "Service Updates" section with a blue header, containing the text "There are currently no service updates available." and a link for "Technology News >". At the bottom is a "The Latest News" section with a blue header and a list of news categories: "Latest news | Arts & Humanities | Business & Communication | Ec... Health & Wellness | Law, Policy & Society | Science & Engineering | Sur...". A small image of a building is visible at the bottom of the page.

Locate the link labeled “My Progress”.

The Advising Report

To run an Advising Report for a student, follow the same steps you would take to run a DPR, but instead of clicking on the link to the DPR, click the “Print Advising Report” button as shown below.



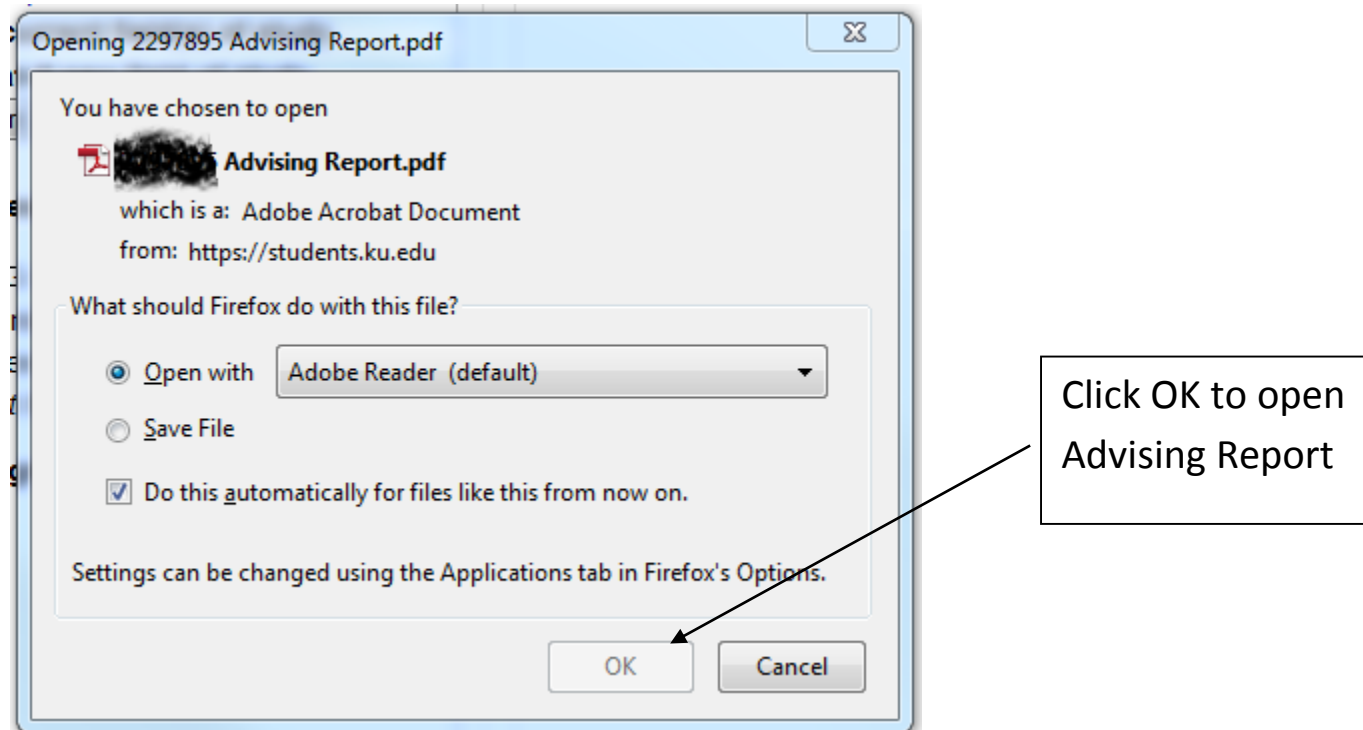
The screenshot shows a web interface for creating and viewing Degree Progress Reports (DPR). At the top, there are navigation links: "Back to Advising Home" and "Help". Below these are tabs for "Info", "Academics", "Courses", and "Progress". The main content area is titled "Create a New Degree Progress Report (DPR)" and includes a "Need Help?" link, two radio button options for selecting the field of study, and a "Generate Report" button. Below this is a section for "Stored Progress Reports" with a "View DPR" link and a "Checklist" button. The "Archived Progress Reports" section is currently empty. At the bottom of the interface, there is a "Print Advising Report" button. A callout box with a black border and white background, containing the text "Click here to download Advising Report", has an arrow pointing to the "Print Advising Report" button.

After clicking the Print Advising Report button, a pop-up window may appear, as shown below.

Click “Ok” to open the document.

Again, please keep in mind, “pop-ups” must be allowed in your browser in order for you to be able to be presented with the window to open the Advising Report or the Checklist.

- If you are using Mozilla Firefox, go to **Tools > Options > Content** and UNCHECK “Block pop-up windows.”
- If you are using Internet Explorer, it may be necessary for you to hold down the ctrl key while clicking the Checklist button, and remain holding it while clicking the “Okay” button as shown below:



If it is the first time you are looking at an Advising Report or Checklist for the day, you will get another window, as shown below. It serves as a reminder that you are downloading confidential student information. Please read the notice so that you understand the implications of opening the document.



IMPORTANT NOTICE – PLEASE READ AND ACKNOWLEDGE:

Advising Reports and Degree Progress Reports contains private information from education records and is protected under the Family Education Rights and Privacy Act (FERPA). To help protect the privacy and security of these records, we are alerting you that under certain circumstances, when you download a report, the data it contains may be stored on your computer's hard drive.

When using some browsers (especially from non-KU computers) the browser may store temporary internet files containing information from the page you are about to view. Most KU computers are configured to delete this data on logout, but this may not occur when accessing data from a public computer, a shared KU-computer or a personal computer. Therefore, additional steps must be taken to clear the browser's cache of this data. Once the cache is cleared, others with access to the computer cannot look at the files you've accessed. Taking these extra steps will help maintain the privacy of the data contained in the reports.

KU personnel accessing Advising Reports and Degree Requirement Checklists are required to take these steps when accessing them from any non-KU computer, and students viewing Advising Reports or Degree Requirements Checklists are strongly advised to do so. Additionally, we recommended use of either Firefox or Safari as the browsers for accessing this information.

For instructions on how to clear your browser's temporary internet files (also known as "cache"), please consult the link below or contact the IT Customer Service Center at 785-864-8080:

<http://www.privacy.ku.edu/best-practices/clear-cache.shtml>

Click OK in order to view the Report/Checklist. If you click Cancel, the document will not open.



**Advising Report for
Jay Jayhawk (2073094)**

12345 E. Jayhawk Drive
Lawrence, KS 66045
913/123-4567
kujayhawk@ku.edu

1

Academic Summary

2

Graduate (GRDL) | Graduate | 3.94 KU GPA
Business Graduate (BUSG)
(Graduated 2012-05-13)
Business AdministrationMBA (BAGB-MBA)

Law (LAW) | Professional Year 3 | 3.70 KU GPA
Law Professional (LAWP)
(Graduated 2012-05-13)
Juris DoctorJD (JDPL-JD)

Undergrad (UGDL) | Senior | 3.90 KU GPA
Liberal Arts&Sci Undergraduate (CLASU)
(Graduated 2009-05-17)
Political ScienceBA (POLSA-BA)
Business Undergraduate (BUSU)
(Graduated 2009-05-17)
Management and LeadershipBSB (MGMTB-BSB)

Initial KU Term: Fall 2005

Holds/Alerts

3

POLS Major Declared
Academic Standing Hold

Milestones

4

BUSU
College Honors Program
2009-05-17
Global Awareness Program
2009-05-17

KU Degree(s):

5

BS in Business/Management 05-17-2009
Bachelor of Arts/Political Science 05-17-2009
Juris Doctor 05-13-2012
Master of Business Administration 05-13-2012

Admission Data

6

High School GPA: 4.00

Entrance Exams

Confidential Student Materials.

Property of the University of Kansas. Do not redistribute.

Intended for internal advising use only.

DISCLAIMER: Errors on this document do not exempt you from a requirement.

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ACT	ACT	SAT	SAT
COMP 32	COMP 33	MATH 800	MATH 740
ENGL 31	ENGL 28	VERB 690	VERB 760
MATH 29	MATH 34	TOTAL 1490	TOTAL 1500
READ 34	READ 34	2004-03-01	2004-06-01
SCIR 33	SCIR 36		
2003-06-01	2004-02-01		

SAT
MATH 720
VERB 800
TOTAL 1520
2004-12-01

Current Enrollment

8

Courses

9

Spring 2012-GRDL, BUSG,LAWP, Graduate

FIN 750	Entrepreneurial Finance I	2 A-	LEC	JR/SR
FIN 751	Entrepreneurial Finance II	2 A	LEC	JR/SR
FIN 895	Graduate Seminar in Finance: Alternative Investmmt Strategies	3 A	LEC	JR/SR
IBUS 702	Internationl Business Strategy	2 A-	LEC	JR/SR
GRDL: 9 Hrs				
Term GPA: 3.87				
GRDL: CUM GPA: 3.94				

Spring 2012-LAW, BUSG,LAWP, Professional Year 3

LAW 873	Commercl Law:Secured Transactn	3 B	LEC	JR/SR
LAW 957	Sports Law	3 A	LEC	JR/SR
LAW 971	Product Liability	3 B+	LEC	JR/SR
LAW: 9 Hrs				
Term GPA: 3.50				
LAW: CUM GPA: 3.70				

Fall 2011-GRDL, BUSG,LAWP, Graduate

ACCT 704	Fin Stmt Presentatn&Analysis I	2 A	LEC	JR/SR
ACCT 705	Fin Stmt Presntatn&Analysis II	2 A	LEC	JR/SR
BE 702	Global Econ Envirn of Business	2 A	LEC	JR/SR

1 – Name, address, phone number, and email of student.

2 - Academic Summary, including current and graduated program and plan information, and initial term at KU. **Also includes Leave of absence information for Graduate students.**

3 – Hold/Alert information, if applicable.

4 – Milestones, if applicable.

5 – Degrees completed at KU.

6 – Admissions information as available. Can include high school GPA and/or previous degrees.

7 – Entrance exams, which can include ACT, SAT, AP, GRE, TOEFL, PRAXIS, PPST. Up to 8 sets of scores may appear here. *Please note how the bottom of column 1 continues at the top of column 2.*

8 – Current semester enrollment, including time, location, instructor, and total hours information.

9 – Previous semesters' information. Header includes term, career, program, and level. Section shows courses, hours, grades, course type, course attributes, JR/SR hours, "NOCR" (no credit indicator), and repeat codes where applicable. Footer shows career hours, term GPA for career, and cumulative career GPA.

*Please note this document opens in a separate window. When you are ready to close the document, simply close the window. HOWEVER, be aware some internet browsers temporarily store data, and may store some or all of the data from the advising report. Therefore, it's very important to be familiar with your browser's settings in order to insure the privacy and confidentiality of student data. Utilize the "best practice" and be sure your cache and "downloads" folder are cleared when you are finished using your computer for the day. **Please go to this [website](#) for instructions on how to clear your cache.***