HOW TO ACCESS ACADEMIC ADVISING REPORTS IN MY.FIU.EDU TRAINING MANUAL
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Access to the Advisor Center folder in my.fiu.edu is currently restricted to only users with the Advisor security role. Other users, such as instructors or administrative support staff with other Academic Advising security roles may want to generate and view academic advising reports while logged into my.fiu.edu. This is possible but requires different navigation. This document shows how non-advisor users can generate or view an academic advising report from within my.fiu.edu.

1. Log into my.fiu.edu using your Panther ID and AD Password.

   The Faculty tab displays when you first sign-in. Depending on your relationship to FIU, you may also see a Faculty and Employee tab.

2. Click on the Faculty tab, change your role from Faculty to Advisor by clicking on Advisor.
3. Next, click on the Degree Audit tile. It should default to Request PDA Report and show the Request Advisement Report form.

IMPORTANT: If you do not see this link, additional security is required to make it display. Send an email to pssec@fiu.edu. Your email should include your Panther ID and a request for the SA – EMPLOYEE role. Turnaround for this security request is typically no more than two (2) hours from receipt during normal FIU business hours.
4. Next click on Add a New Value tab.

5. Under the Add a New Value tab, you may enter the student’s Panther ID #, and for Report Type.

6. Then click on and click on Panther Degree Audit.
7. After inputting the student ID and report type, then click on  
   Add.

8. When this window displays, click on Process Request to generate the Panther Degree Audit.
If you have questions after reviewing this tutorial, please contact advisingtech@fiu.edu.