ADVISOR ACCESS INSTRUCTIONS

To access the Student Administration Services menu, click on the inside.uthscsa (portal) link on the UTHSCSA homepage (www.uthscsa.edu/) or use the following URL: http://inside.uthscsa.edu/.

Enter your UTHSCSA domain user id and password and click on . (Your UTHSCSA domain user id and password are the same as your UTHSCSA email user id and password.)
If you receive the following Security Alert, click on Yes.

Click on Student Administration in the Enterprise Menu box.

(If this results in a blank screen, you must drop your browser’s security level to Medium. A level of High will prevent the system from operating.)
Start by clicking on Self Service.

You may encounter this page first. It is a reminder about the confidentiality of the records you can view. To move past this page, read the information and click on **Accept** button at the bottom. You are required to “sign” off on the FERPA information once a year.
There are two ways to access your advisees from here. You can click on “My Advisees” or Advisee Student Center. Both views are shown below.

**My Advisees view**

On the main page, you can send email notices to one, some or all of your advisees.

You can also see a picture of your advisees (if available). You can also link to the Student Center where you will be able to view class and demographic data on your advisees.
Advisee Student Center View

The Student Center allows you to view:
• Class schedule
• Holds
• Addresses, Phone number, and Email address
• Emergency Contact Information
To view Grades, course history, or an unofficial transcript, select from the “other academic” drop down menu and hit the button.

To view the unofficial transcript, select Transcript: View Unofficial from the drop-down menu. Then select Report Type Unofficial Transcript and press.
To select a different advisee, click the Change Advisee dropdown, highlight the new advisee and click the **change** button.

You can download a list of your advisees to Excel by clicking the **icon** on the View My Advisees page.

Note: For the Download to Excel feature to work, you must not have a Pop-up blocker on in your browser, and you must allow File downloads. To do this in Internet Explorer v.6, click on Tools, Internet Options, Security, Custom Level. Then enable downloads:
Also, since the upgrade to a new Tools set, pages printed from a browser appear with tiny print. The workarounds are as follows:

1. Navigate to any PeopleSoft page.
2. In IE, right mouse click on page and select "Select All"
3. In IE, select File -> Print Preview
4. In IE Print Preview window, in dropdown, select "As select on screen" and "100%"

For Firefox, you can workaround by right mouse clicking on page and select "This Frame -> Print Frame"

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