

## ADVISOR ACCESS INSTRUCTIONS

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

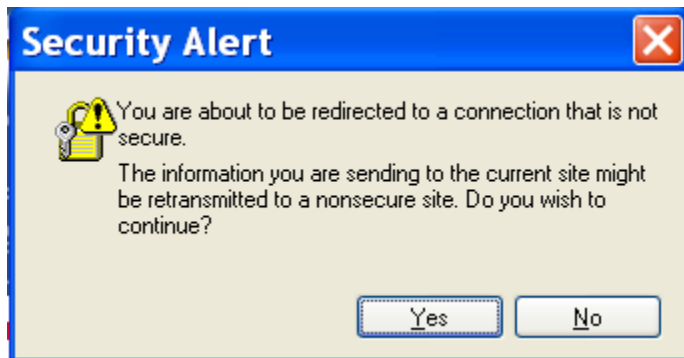
The screenshot shows the UTHSCSA homepage. At the top left is the logo "WE MAKE LIVES BETTER™ UT HEALTH SCIENCE CENTER™ SAN ANTONIO". At the top right are links for "University: Home | Calendar | Maps" and a search bar labeled "Enter Keywords" with a "Search" button. A vertical navigation menu on the left includes: Home, Academics / Schools, Administration, Research, Patient Care, Students, Library, News / External Affairs, Give to HSC, Directories, Employment, and Community Service. Below this is a "Campus Status" section with a green indicator and the text "Operations Are Normal". A "News" section lists several articles with dates. A "Find People" section has a search box and radio buttons for "Faculty/Staff" and "Student". The main content area features a large banner image of a woman in a lab coat with a microscope, and a text box that says "Ours is a story of discovery — commitment, vision and inspiration." Below this is a section titled "We Make Lives Better" with a paragraph of text and four icons: Students, Research, Patient Care, and Give to HSC. There are also two featured articles: "Our Campus" and "The Mission: Victory Against Breast Cancer". At the bottom, a footer contains contact information, a "Log-ins" section with links for "Blackboard", "Email/OWA", "inside.uthscsa (portal)", and "Knowledge Center", and various policy links. A red arrow points from the "inside.uthscsa (portal)" link in the footer to the "Sign In" button in the instructions below.

Enter your UTHSCSA domain user id and password and click on [Sign In](#).  
(Your UTHSCSA domain user id and password are the same as your UTHSCSA email user id and password.)



If your sign in was not successful, click on Need login help?, contact Triage at [IMS-SERVICEDESK@uthscsa.edu](mailto:IMS-SERVICEDESK@uthscsa.edu) or 567-7777, or visit a Help Desk. Help Desks are located in Medical School Room 411L and in the Briscoe Library 2<sup>nd</sup> Floor Computer Lab.

If you receive the following Security Alert, click on Yes.

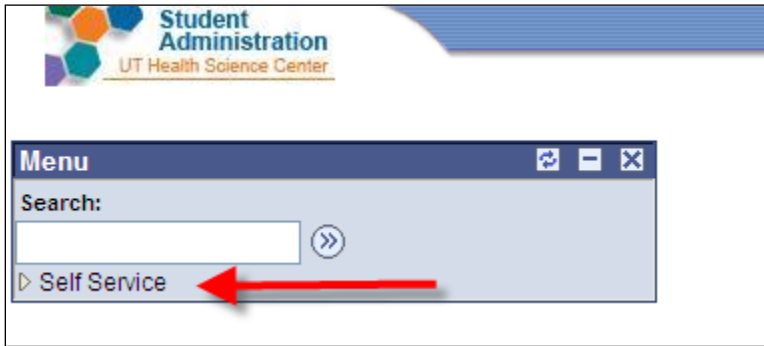


Click on Student Administration in the Enterprise Menu box.

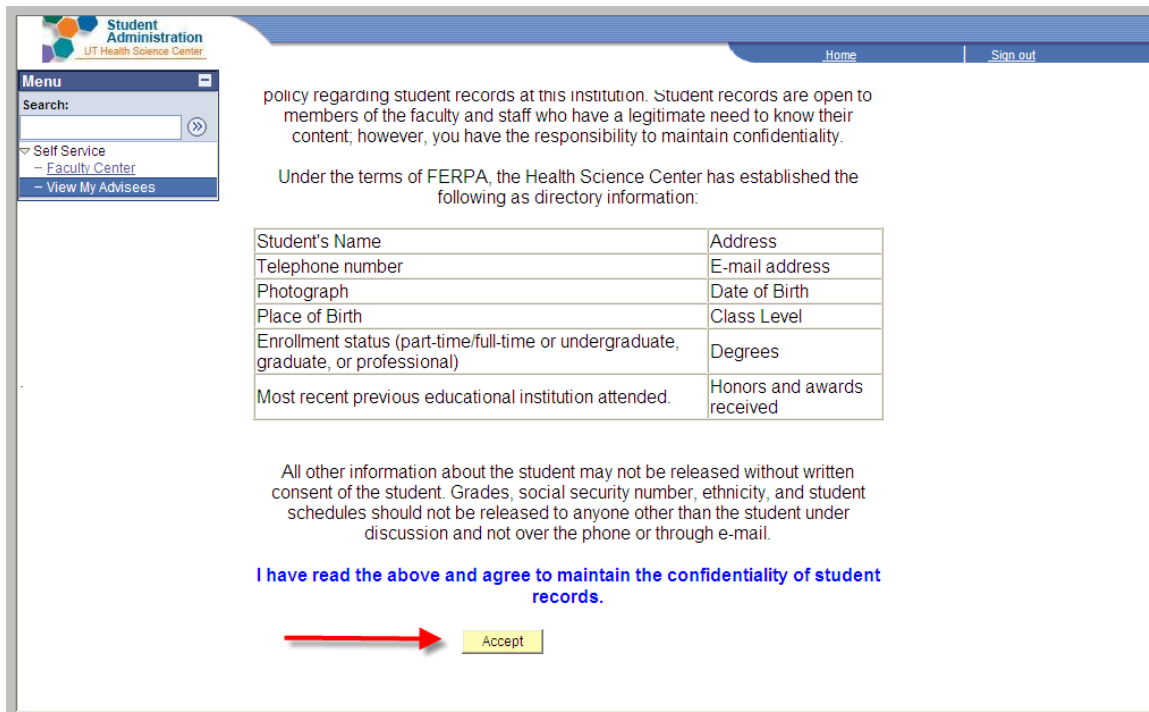


***(If this results in a blank screen, you must drop your browser's security level to Medium. A level of High will prevent the system from operating.)***

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.

Joe Advisor

My Advisees

[View FERPA Statement](#)

Include photos in list

Click Notify button to select students for email.

Click on student's name to send an individual email.

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>		<a href="#">Durante, Jimmy</a>	0039088	<a href="#">View Student Details</a>
2	<input type="checkbox"/>		<a href="#">Student, Joe</a>	0420078	<a href="#">View Student Details</a>

notify selected advisees    notify all advisees

Click here to send email to all students with Notify button

Click here to send email to all students on list.

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.

Joe Advisor

My Advisees

[View FERPA Statement](#)

Link to Photos     Include photos in list

Click here to see advisee's photograph.

Click here to access the Student Center, where you can view grades, class schedule, transcript, address, etc.

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>		<a href="#">Durante, Jimmy</a>	0039088	<a href="#">View Student Details</a>
2	<input type="checkbox"/>		<a href="#">Student, Joe</a>	0420078	<a href="#">View Student Details</a>

notify selected advisees    notify all advisees

## Advisee Student Center View

The Student Center allows you to view:

- Class schedule
- Holds
- Addresses, Phone number, and Email address
- Emergency Contact Information

Joe Advisor

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**Advisee Student Center**

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**Jimmy Durante** [View FERPA Statement](#)

\*Change Advisee

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**Academics**

[My Class Schedule](#)

**You are not enrolled in classes.**

**Personal Information**

[Emergency Contact](#)

Contact Information	
<b>Permanent Address</b> 441 Lakehills San Antonio, TX 78240	<b>Home Address</b> 441 Lakehills San Antonio, TX 78240
<b>Home Phone</b> 956/444-3333	<b>Campus Email</b> DURANTEX@LIVEMAIL.UTHS


[HSC Mailbox Combination](#)

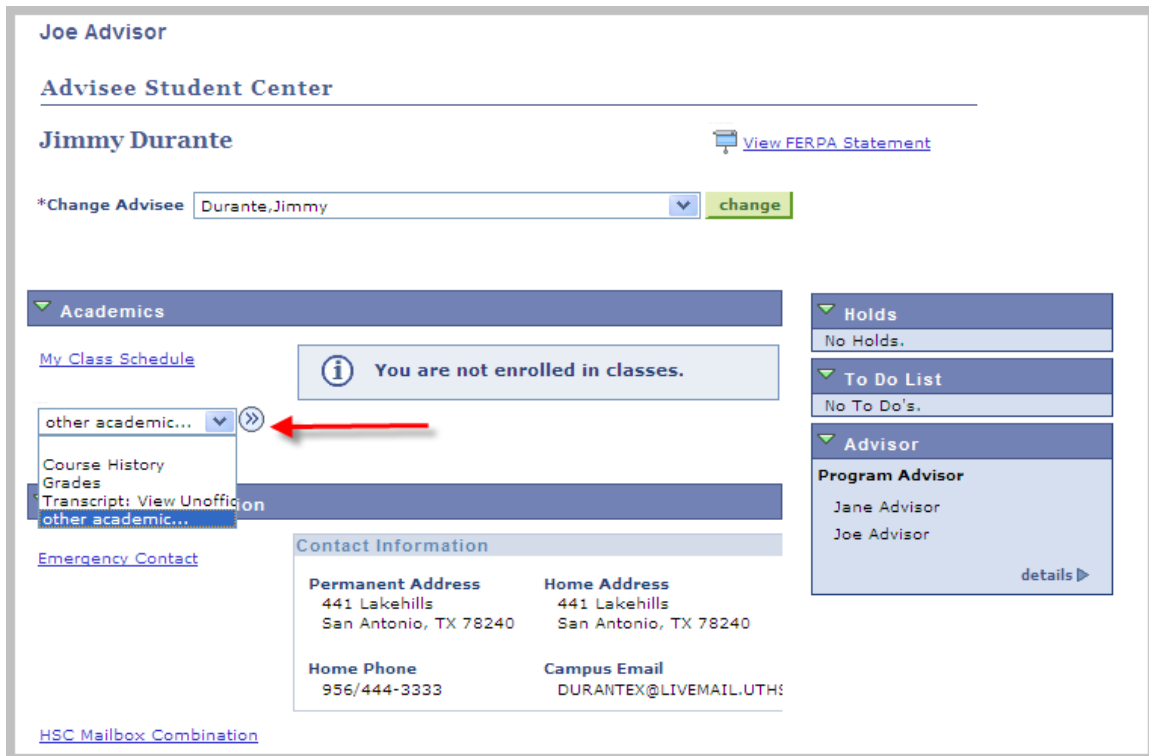
**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Advisor**  
**Program Advisor**  
Jane Advisor  
Joe Advisor  
[details ▶](#)

Home  
Del Cas  
Del Cas

To view Grades, course history, or an unofficial transcript, select from the “other academic” drop down menu and hit the  button.



**Joe Advisor**


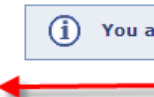
**Advisee Student Center**

**Jimmy Durante** [View FERPA Statement](#)

\*Change Advisee:

**Academics**

[My Class Schedule](#)

**other academic...**  

- Course History
- Grades
- Transcript: View Unofficial
- other academic...

[Emergency Contact](#)

**Holdings**

No Holds.

**To Do List**

No To Do's.

**Advisor**

**Program Advisor**

Jane Advisor  
Joe Advisor

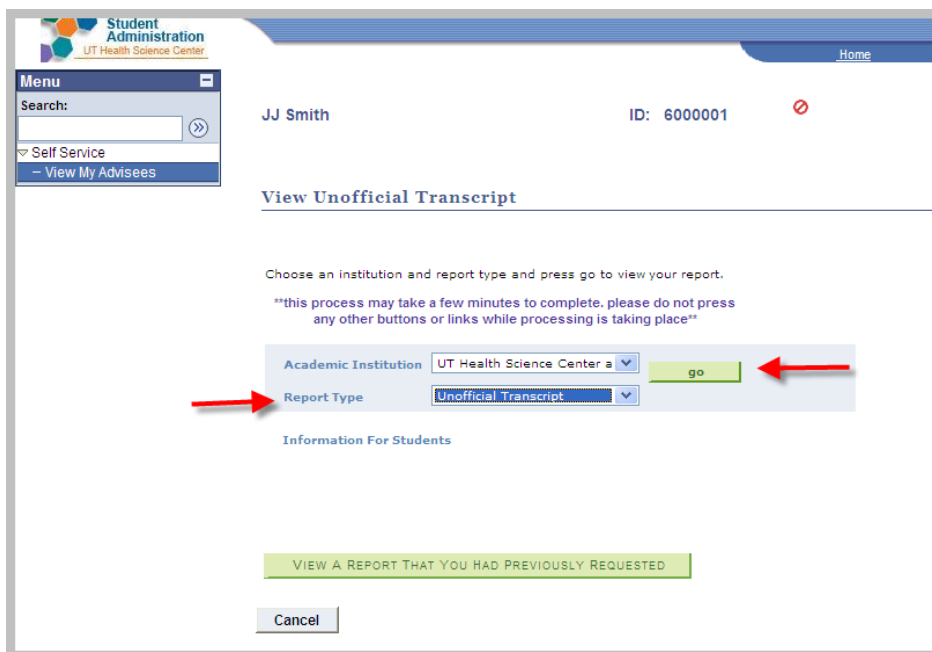
[details](#)

**Contact Information**

<b>Permanent Address</b>	<b>Home Address</b>
441 Lakehills San Antonio, TX 78240	441 Lakehills San Antonio, TX 78240
<b>Home Phone</b>	<b>Campus Email</b>
956/444-3333	DURANTEX@LIVEMAIL.UTH:

[HSC Mailbox Combination](#)


To view the unofficial transcript, select Transcript: View Unofficial from the drop-down menu. Then select Report Type Unofficial Transcript and press .



Student Administration  
UT Health Science Center


Home

Menu

Search:  


Self Service

- View My Advisees

JJ Smith ID: 6000001 

**View Unofficial Transcript**

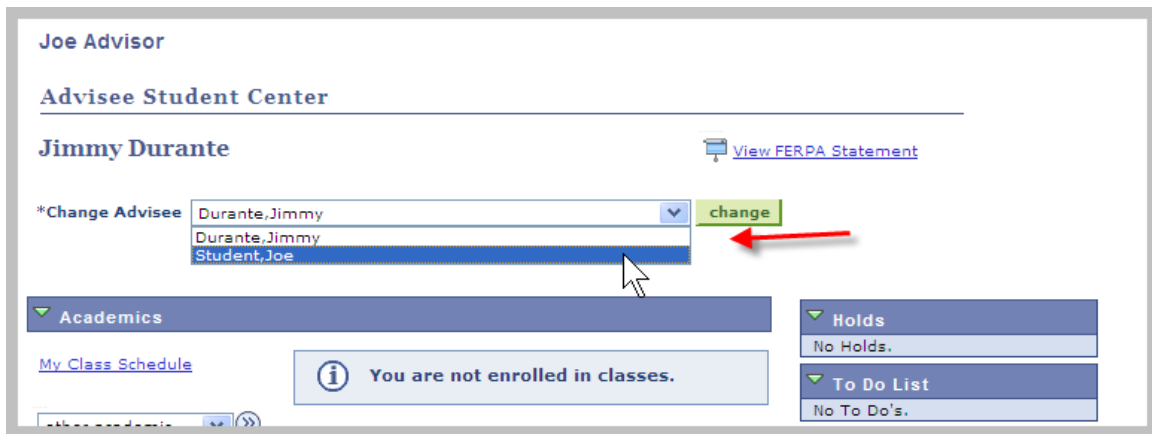
Choose an institution and report type and press go to view your report.  
\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\*


Academic Institution:   

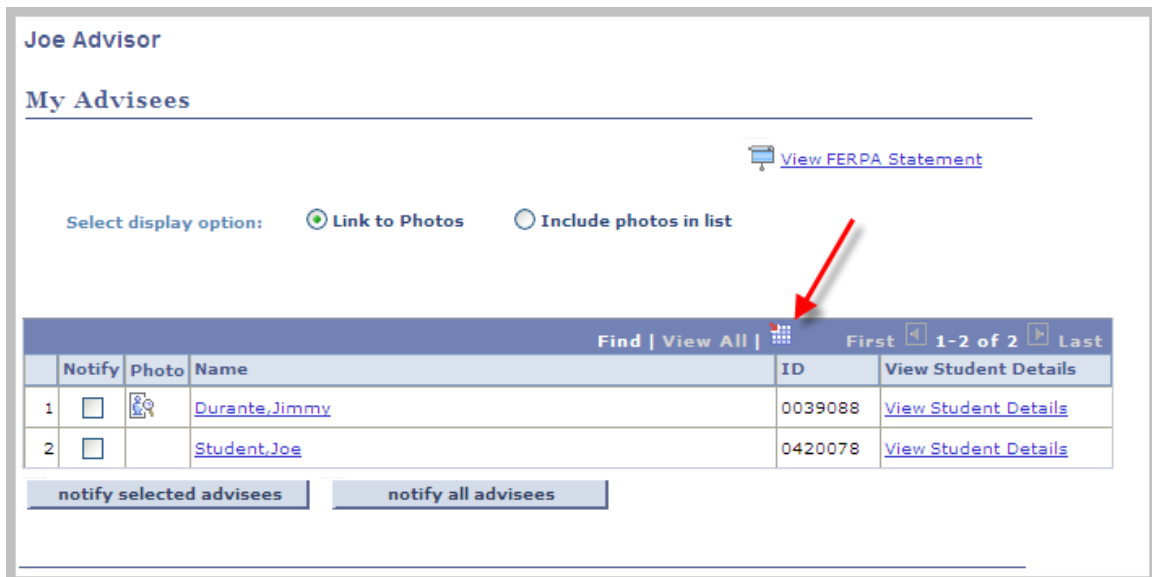
Report Type:

Information For Students

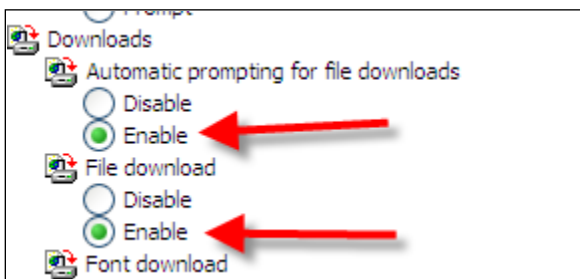
To select a different advisee, click the Change Advisee dropdown, highlight the new advisee and click the **change** button.



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"

Revised 7/29/2011