Instructions for Staff/Faculty on How to Generate Advisement Reports

1. Navigate to Main Menu → Academic Advisement → Student Advisement → Request Advisement Report. Click on the **Add a New Value** tab.

2. Enter the NSHE ID of the student you want to generate the advisement report for. In the Report Type field, type **ADV**. Click on **Add**.
3. Click on **Process Request**.

4. Once process has been requested, student’s advisement report will appear.