Emory / PSAA: How to Run a “What-If” Report as an Administrator

Navigation: Main Menu > Academic Advisement > Student Advisement > Request Advisement Report

Step 1:
**Click “Add a New Value” tab**

Step 2:
**Enter** your Student ID “########” and Report Type “ADVWF”, then **Click “ADD”**
Step 3:

Check the “Use Career Simulation Box” then Click the “View/Change the Career Simulation” link
Step 4:

**Click** “Copy Current Program”.

*Note: When you select Copy Current Program, the student’s current program will populate. Since we are in the testing phase, the effective dates for all plans are future dated to 08/01/2019. In order to view the requirements for the GERs, Majors and Minors, you must change the respective Requirement Terms to S199 (Fall 2019). Please note that if there are multiple rows, you must change the requirement terms for all plans.*

**Click** “OK”
Click “Process Request”

Here is your student’s Degree Audit/Advisement Report!