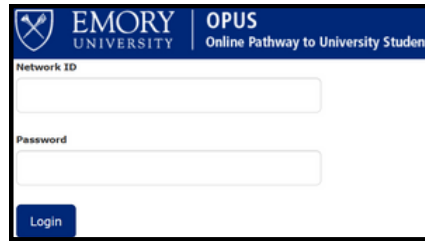
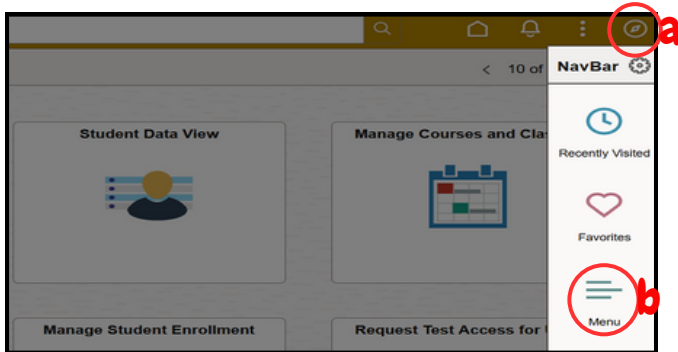


1 Log into OPUS



Administrator Access

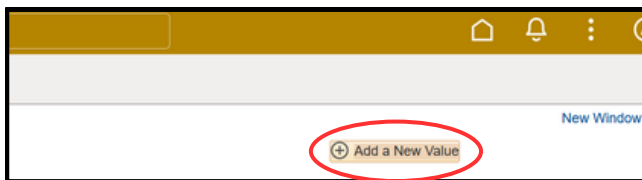
2 Click the compass to open the NavBar, then select Menu



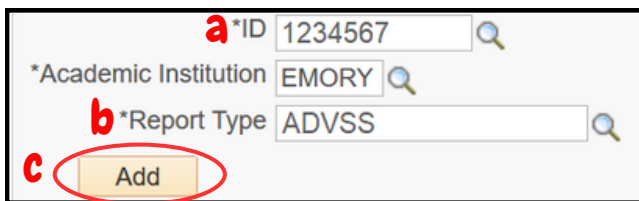
3 From the Menu, select:

- Academic Advisement, then
- Student Advisement, then
- Request Advisement Report

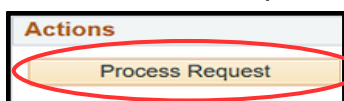
4 Click Add a New Value (top-right)



5 Enter Student ID and ADVSS for Report Type, then click Add

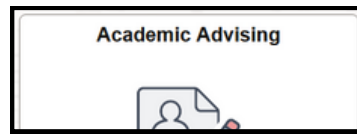


6 Click Process Request

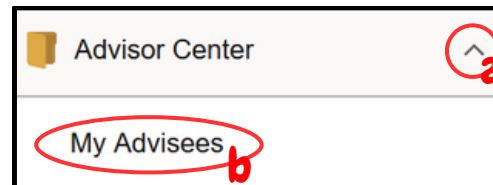


Faculty/Advisor Access

2 Select the Academic Advising tile



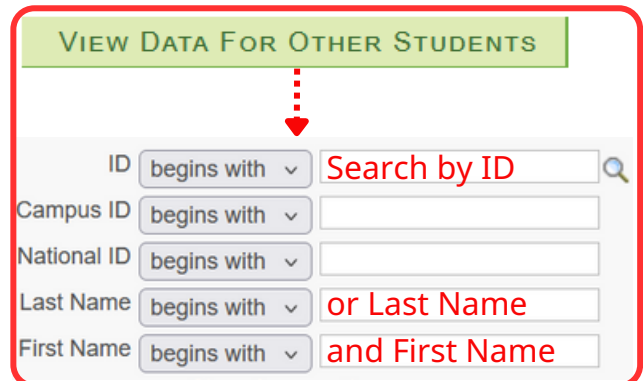
3 Open the Advisor Center menu, then select My Advisees



4 **My Advisees**

If you have advisees assigned to you, they will appear in a list here. Click on their name to view more information.

OR



5 Under Other Academic Information, select Academic Requirements, then click the arrow button

