



Navigation: [opus.emory.edu](https://opus.emory.edu)

Step 1:

Enter "Network ID & Password" Click "Login"

Network ID


TDOOLEY

Password

••••••••

Login

Step 2:

Click "Nav Bar" icon  at the top right of the screen

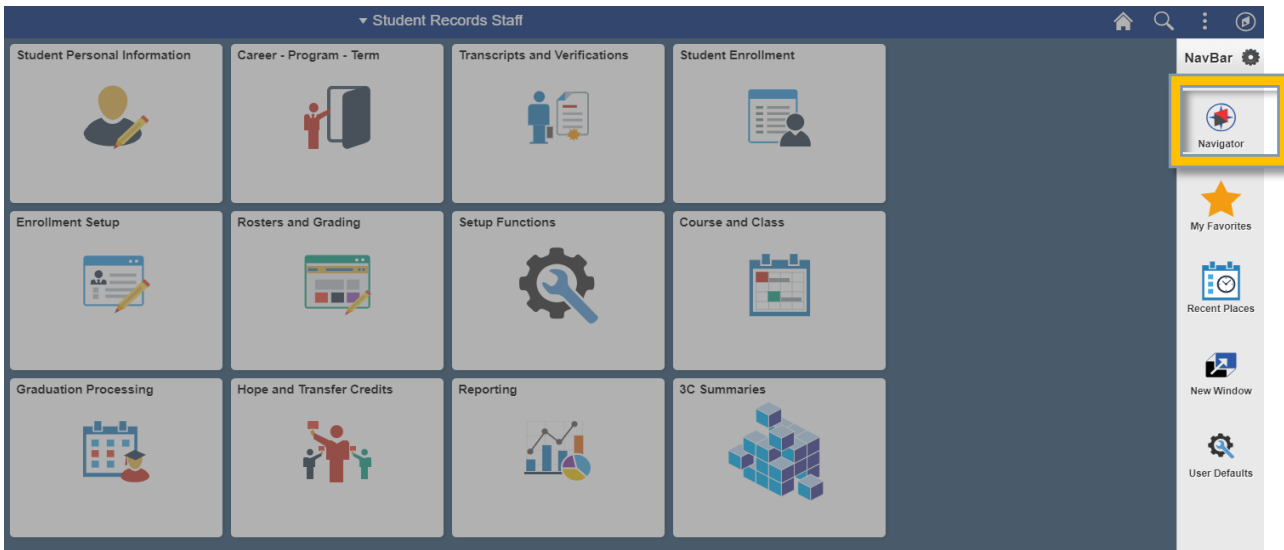


The screenshot shows the 'Student Records Staff' dashboard. At the top, there is a header with the user name 'Student Records Staff' and navigation icons for home, search, and a 'Nav Bar' icon. The main area is a grid of 12 icons representing different system functions:

- Student Personal Information (person with pencil)
- Career - Program - Term (person with book)
- Transcripts and Verifications (person with document)
- Student Enrollment (calendar with person)
- Enrollment Setup (calendar with pencil)
- Rosters and Grading (calendar with pencil)
- Setup Functions (gear with wrench)
- Course and Class (calendar)
- Graduation Processing (calendar with graduation cap)
- Hope and Transfer Credits (person with diploma)
- Reporting (bar chart)
- 3C Summaries (3D blocks)

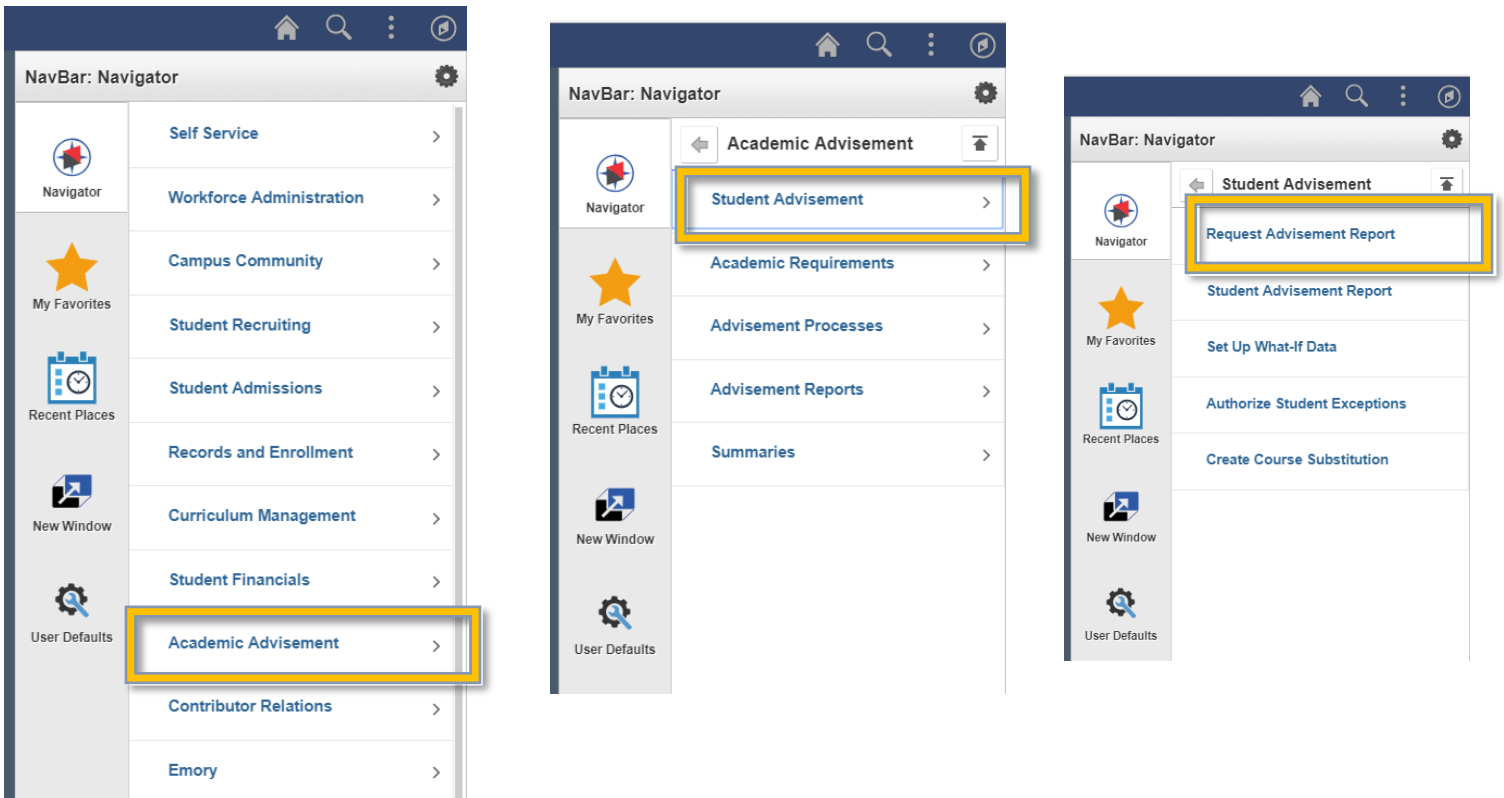
Step 3:

Click "Navigator"



Step 4:

Click "Academic Advisement", "Student Advisement", "Request Advisement Report"



Step 5:

Click "Add a New Value" tab

The screenshot shows the top navigation bar with a back arrow, 'Student Records Staff', and 'Request Advisement Report'. On the right are icons for home, search, menu, and refresh, with 'New Window' text below. The main content area has a title 'Request Advisement Report' and two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a yellow box. Below the tabs are three search fields: 'ID', 'Academic Institution' (with 'EMORY' entered), and 'Report Type'. An 'Add' button is located below these fields. At the bottom, there is a breadcrumb-style link: 'Find an Existing Value | Add a New Value'.

Step 6:

Enter your Student ID "#####" and Report Type "ADVSS", then Click "ADD"

This screenshot shows the same interface as Step 5, but with data entered into the search fields. The 'ID' field contains '0000000', the 'Academic Institution' field contains 'EMORY', and the 'Report Type' field contains 'ADVSS'. Each of these three fields is highlighted with a yellow box. The 'Add' button is also highlighted with a yellow box, and a large yellow arrow points to it from the right.

Step 7:

Click "Process Request"

**Student Records Staff** **Request Advisement Report**

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Advisement Report Request | Advisement Report Request Log

ID/Name 0000000 Timmy Dooley  
Academic Institution EMORY Emory University  
Report Type ADVSS Advisement Report  
Date Processed  
Report Status Request Pending  
\*Report Date 06/13/2018  
\*As of Date 01/01/3000  
\*Report Identifier ADMIN Administrative Request

**Actions**

[Process Request](#)

**What-If Information**

Use Career Simulation [View/Change the Career Simulation](#)  
[Add a What-If Course](#)

[Save](#) [Add](#) [Update/Display](#)

Advisement Report Request | Advisement Report Request Log

# Here is your Degree Tracker Report!

0000000

ID: Timmy Dooley



Emory University | Undergraduate Emory College

This report last generated on 06/13/2018 9:23AM

[Collapse All](#) [Expand All](#) [View Report as PDF](#)

Taken     In Progress     Planned     What-if

- ▶ **\*\*FOR FALL 2019 ONLY\*\* LEGEND, DISCLAIMER, GPA AND TOTAL HOURS (RG 1255)**
- ▶ **\*\*FOR FALL 2019 ONLY\*\* GENERAL EDUCATION REQUIREMENTS (RG 1256)**
- ▶ **Psychology Major Requirements (Bachelor of Arts) (RG1102)**

[Return to Report Request](#)

[View Report Request Log](#)