

HOW TO . . .



View a List of Advisees

1. Sign on to Administrative Computing.
2. From the MIS Main Menu, type **go ASSZZ (Enter)** on the command line.

```
Selection:          Opt/Menu Help _____
===> go asszz_
```

3. Tab down to the line before the current semester and type the letter **X**. Tap the **Enter** key.
4. Choose “Inquiry – Students by Selected Advisor: by typing the number **3** on the command line. Tap the **Enter** key.

```
Select one of the following:                               Menu   Job#
1 Change   -Student Advisor.                             791
2 Input    -Student Advisor.                             790
3 Inquiry  -Students By Selected Advisor.                 792
4 Maintain -Student Advisor.                             793
```

NOTE: If you do NOT have access to this particular menu item, you will get a message at the bottom of the screen that reads “Please contact MIS for authorization to this job at ext. 6221.” Your supervisor must contact the Director to request it—refer to Job #792 when requesting this permission.

5. On the Faculty Alphabetical Driver screen, type your last name (make sure you capitalize the first letter) and tap **Enter**.
6. Tab down to the line before your name and type the letter **X**. Tap the **Enter** key.
7. You will now see a current list of your advisees.
8. This advisee list includes names, college, class, goal, and status.
9. Tapping the **F4** key will change the view to list email addresses.
10. To submit the advisee list for printing, tap the **F5** key.

```
F3=Exit   F4=Email Address  F5=Printed Listing
```

11. Back out of the last two screens by tapping the **F3** key twice.
12. To print the list, tap the **F18** key combination (SHIFT+F6) to get to *Spooled Files*.
13. Type the number **2** on the line in front of the job, click the print macro button on the toolbar, and tap the **Enter** key.