

Advisor KNOW HOW :

Advisor Reports(MyAdvisees) Workspace

Office of Academic Advising

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advising.uni.edu

Our focus will be on how to how advisors can use the workspace to manage their assigned advisee caseload in an intentional and proactive manner. Specifically:

- **Resources available in the workspace**
- **Reports which return details about assigned advisees**
- **Tips on how to use report prompts and data**
- **Time for Q & A**

**** This session will be recorded but not released on the website.***

What is the Advisor Reports(My Advisees) Workspace?

- Complement to Advisor Center
- Available to advisors with assigned advisees
- Create efficiencies in your outreach efforts
- Up-to-date reports from Advisor Center information and most recent Advisement Report
- Result in timely and purposeful communication

Today's Agenda:

- **How to Access the Workspace and Overview of Components**
- **Visit the live report links to show what is available to you**
 - How to use prompts
 - Use cases
- **Additional technology tips to increase your effectiveness**
- **Q&A / Input into future development**

Accessing Workspaces / Advisor Reports(My Advisees)

Finding the Advisor Reports(My Advisees)

- MyUNiverse OR portal.uni.edu
 - Reporting Tab
 - My Workspaces section
 - Advisor Reports(MyAdvisees) link
- **TIP:** How to add to My Page

Demonstration

The screenshot displays the MyUNiverse portal interface for the University of Northern Iowa. At the top, the university logo and name are on the left, and navigation links for MyUNiverse, E-Mail, eLearning, A-Z Index, Calendar, and Directory are on the right. A search bar and a Web Directory link are also present. Below the header is a horizontal menu with buttons for My Page, Resources, Work @ UNI, Life @ UNI, and Reporting (which is highlighted in yellow). To the right of this menu are links for Personalize Content | Layout and a Help icon. The main content area features three expandable panels: My Workspaces (with a dropdown arrow), Schedule of Classes Reports (with a dropdown arrow), and Online Reports (with a dropdown arrow). The My Workspaces panel is expanded, showing a list with 'Advisor Reports(My Advisees)' highlighted in yellow. The Schedule of Classes Reports panel is also expanded, showing 'Open/Closed Classes by Subject' and 'Open/Closed Class by Adv On'.



Security Request System

Security Request System
 This tool allows users to view and request roles that grant access to many systems across campus.

Security Request System Help
 Help page for the SRS system

PeopleSoft SIS Access

Campus Solutions
 Access to Campus Solutions.

ConnectUNI
 Access to Recruiting and Grad Application Review Portal

My Administrative Access

Forms Repository
 Master index of important forms at the University of Northern Iowa.

My Workspaces

e-Business Resources

UNI e-BUSINESS suite

e-Business Login Access e-Business Applications/Timecard/Payslip/Leave Balances	My Personnel Action Forms(PAF) View your personnel actions including first hire/new appointment, position change/reappointment, special compensation and more.
Ask an e-Business Question	Register for Training User training for e-Business
e-Business Forms	UNI Timecards
e-Business Web Site	e-Business Login Help

Business Operations Services

ProTrav System
 This tool is used to reconcile procurement card charges and facilitate travel reimbursement

Request for Payment
 This tool is used to request vendor payments that are not associated with a Purchase Order or Procurement Card purchase.

Business Operations Training
 Training Resources

ITS Absence Request

Department Directory URL

Direct Deposit Sign-up

Custom UNI Applications

Facilities Management

Facilities Management Website
 Service Requests/Work Order Status, Key and building Access requests, Rent a Vehicle, Construction Updates

Human Resource Services

HRS Website
 Employee information for Merit, Merit Supervisory & Confidential, Professional & Scientific, Institutional Officials, Academic Administrators, and Faculty.

Jobs@UNI
 An online electronic hiring system for faculty and staff positions for the University of Northern Iowa

Professional Development Reg
 Enroll in professional development opportunities hosted by Human Resource Services. Within the registration system, click the "View current reservation schedule" button to view your registration history.

The Work Number
 The University of Northern Iowa (UNI) utilizes The Work Number service for all employment or income verification requests for faculty, staff, graduate assistants, and student employees.

Benefits and Services

- Benefits
- Employee Development
- Disability Services

Benefits Self-Service System
 Benefits Self-Service System is designed to help you enroll, make changes, and view your current benefit elections all in one location.

For additional support, visit the [Benefits Self-Service Help](#) site.

Working at UNI

Resources

- Employee Assistance Program
- Merit Promotion & Transfer
- P&S Promotion & Transfer

External Employee Services

- IPERS
- TIAA-CREF
- ASIFlex
- Social Security Online

Technology Resources

Service Hub
 Service Hub allows UNI students, faculty, and staff to notify technical support personnel about issues or problems they are having with their information technology (IT), submit requests for new IT services, or browse solutions to common IT problems.

[Service Hub](#)

Questions?

Security for Advisor Reports(My Advisees)

- Added to reports when department submits Instructor/Advisor form indicating potential advisor.
- Reach out to Office of Academic Advising or michele.peck@uni.edu

Supporting Resources

- Advisor Portal / Training & Development / Advisor KNOW HOW / Archive

Academic Advising Essentials

THURSDAY, SEPTEMBER 21, 2023 3:00 - 4:00 P.M.

Academic Advising & Meeting with Students

Our focus will be on why academic advising is important, what are the foundations of advising, how to conduct your advising meetings (including for general advising, dropping a class, and scheduling/registration), and making effective referrals.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic. Complete [this form](#) to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the [Office of Academic Advising](#) at 319-273-3406 for information.

THURSDAY, OCTOBER 12, 2023 3:00 - 4:00 P.M.

Reading the Advisement Report

Take a walk with us through the advisement report as well as discuss policies related to graduation requirements, undergraduate academic standing, and transfer credits.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic. Complete [this form](#) to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the [Office of Academic Advising](#) at 319-273-3406 for information.

THURSDAY, SEPTEMBER 28, 2023 3:00 - 4:00 P.M.

Understanding UNIFI

We will review the new UNI Foundational Inquiry (UNIFI) program with focus on learning area requirements and policies, courses, and the opportunity for students to earn General Education certificates.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic. Complete [this form](#) to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the [Office of Academic Advising](#) at 319-273-3406 for information.

THURSDAY, OCTOBER 19, 2023 3:00 - 4:00 P.M.

Scheduling & Registration

We will address scheduling/registration through the questions of what information students should know, how they plan for registration, and what happens at their registration date/time. Using and viewing the student information system (SIS) from both the advisor and student side will be integrated into this session.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic. Complete [this form](#) to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the [Office of Academic Advising](#) at 319-273-3406 for information.



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