Advisor Self Service - General Overview

Signing into MyRED

1. Open your web browser
2. Go to http://www.unl.edu/
3. From the Current Student Link, click on the MyRED Link
4. Enter your NUID number in the NUID field
5. Enter your password (Use the password you use to access Firefly)
6. Click Sign In

Student Lookup

Once you are on your Advisor tab, this is your Home Page. The Student Lookup allows you to search by either NUID or last name.
Additional Services are now found on your Home Page. Each link opens in a new tab or browser.

My Advisees Tab

To filter your advisees, click the checkboxes next to the criteria you wish to view. Then, click the **Apply Filters** button.
Click the drop down box next to the NUID to view more detailed information for a particular advisee.
Manage Service Indicators
The Manage Service Indicators link will allow you to view and release academic probation holds for your advisees. (Note – not all advisors have access to Manage Service Indicators)

If the student has an Academic Probation Hold, you will see the hold under Service Indicator Summary. To release the hold, click on PRO to view the Edit Service Indicator box.

Click the Release button to clear the student of an advising hold.

*Institution: NEUNL University of Nebraska-Lincoln
*Service Indicator Code: PRO Academic Probation
*Service Ind Reason Code: ALL Academic Probation
Description: To resolve this hold:
1) Attend an Intake Session,
2) Meet with an Academic Recovery Coach to develop...

Effective Period
Start Term: 1161 Spr 2016  End Term: 1168 Fall 2016
Start Date: 05/16/2015  End Date: 12/16/2016
Advisee Student Center

The Advisee Student Center view is designed to give a quick snapshot of the student’s current schedule and contact information. Through the dropdown box you have links to Course History, Grades, Transcripts and Transfer Credit Report.
View Unofficial Transcript

The View Unofficial Transcript section allows you to review the student’s unofficial academic record from UNL, as well as any previous requests made for the unofficial transcript (make sure your pop-up blockers are turned off to allow for the report to open). If the student attended any of the other University of Nebraska Campuses, you will also be able to review an “Unofficial Advising Transcript” for any of the other campuses.

Select the Academic Institution and then the Report Type from the drop-down boxes.

Select View All Requested Reports to review any previous requests.
Registration Audit

The **Registration Audit** view allows you to review the student’s registration for each term they have enrolled. (Note – not all advisors have access to **Registration Audit** information)

![Registration Audit screenshot](image)

Just select the term to be reviewed to see the detail.
MyRED Student View
The **Student MyRED View** allows you to see the student’s view in MyRED. You have access to the **Enrollment**, **Academics**, and **Profile** tabs. Advisors will not have access to everything a student can see in their personal MyRED.

Class Offerings Tab
The **Class Offerings** tab allows you to do a class search for a specific term. Click on the drop down box to find the term and subject of the course you are trying to find.
By clicking on the course, you can view information on the classes offered that term. To view another class in a different subject, just use the drop down boxes again. The courses offered under that subject will replace your original class search.

Committees Tab
The Committees tab displays all students that are assigned to an undergraduate advising committee in which you participate.