**Advisor Self Service - General Overview**

**Signing into MyRED**

1. Open your web browser
2. Go to [http://www.unl.edu/](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

*The Student Lookup allows you to search by NUID or last name*
Additional Services

Additional Services are 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.

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.

**Service Indicator Summary**

<table>
<thead>
<tr>
<th>Code</th>
<th>Code Description</th>
<th>Reason Description</th>
<th>Institution</th>
<th>Start Term</th>
<th>Start Term Description</th>
<th>End Term</th>
<th>End Term Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7DA</td>
<td>Delinquent Account</td>
<td>Account Unpaid</td>
<td>NEUNL</td>
<td>0000</td>
<td>Init Term</td>
<td></td>
<td></td>
<td>09/22/15</td>
<td></td>
</tr>
<tr>
<td>ADV</td>
<td>Advising Required</td>
<td>Exploratory Cl Advising Req</td>
<td>NEUNL</td>
<td>1155</td>
<td>Sum 2015</td>
<td>1161</td>
<td>Spr 2016</td>
<td>01/26/2016</td>
<td>05/06/2016</td>
</tr>
<tr>
<td>PRO</td>
<td>Academic Probation</td>
<td>Academic Probation</td>
<td>NEUNL</td>
<td>1161</td>
<td>Spr 2016</td>
<td>1168</td>
<td>Fall 2016</td>
<td>05/16/2015</td>
<td>12/16/2016</td>
</tr>
<tr>
<td>PRO</td>
<td>Academic Probation</td>
<td>Academic Probation</td>
<td>NEUNL</td>
<td>1155</td>
<td>Sum 2016</td>
<td>1161</td>
<td>Spr 2016</td>
<td>12/29/2014</td>
<td>05/06/2016</td>
</tr>
</tbody>
</table>

**Edit Service Indicator**

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

**Effective Period**

- **Start Term:** 1161 | Spr 2016
- **End Term:** 1168 | Fall 2016
- **Start Date:** 05/16/2016 | 05/16/2016
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).

Choose an institution and report type and press View Report

"This process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place"

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.

![Registration Audit example screen](image)

Just select the term to be reviewed to see the detail

Registration Audit example screen:
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.

![MyRED Student View Screenshot]

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.

![Class Offerings Tab Screenshot]
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.