Advisor Self Service—Tab Navigation

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

The new Advisor tab is a quick and easy way to access information on students.

Student Lookup Tab

The Student Lookup tab allows you to search for a student either by NUID or last name.

Once you have selected the student, click on the drop down arrow to Manage Student Holds, access Advisee Student Center, or navigate to MyRED Student view.
My Advisees Tab

The My Advisees tab allows you to view a list of your current advisees. You can print a list of your advisees by using the Print button.

To filter your advisees, click the checkboxes next to the criteria you wish to view. Then, click the Apply Filters button.
To clear your filters, click on **clear all** then the **Apply Filters** button.

Click on the drop down box to view more detailed information of a particular advisee.
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.
After the hold is removed, the student’s original hold will be removed from the Service Indicator Summary. Close the light box by clicking on the red X in the upper right hand corner.

Advisee Student Center

The Advisee Student Center view is designed to give a quick snapshot of the student’s current schedule as well as general contact information. In addition, you have links to student schedules, their shopping cart, and their planner. Through the dropdown box you have links to Course History, Grades, Transcripts and Transfer Credit Report.
The **Student MyRED View** allows you to see the student’s view in MyRED. You have access to the Enrollment, Records, and Additional Services tabs. The links to the right change depending on what tab you are viewing but are not currently active.

Students access Degree Audit here.
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.

Additional Services Tab

You may link to other systems from the **Additional Services** tab. Each link opens in a new tab or browser.