FIU | Undergraduate Education

Academic Advising Technology

MY_EADVISOR
CONTINUING STUDENT MANUAL
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1. WHAT IS MY_EADVISOR?

My_eAdvisor provides you and your advisor with immediate feedback with regard to your progress on Major Maps (new students), the semester-by-semester academic plan designed for a timely graduation. My_eAdvisor alerts you and your advisor if you are off track for graduation. This tool also provides you with opportunities to plan courses that will put you back on track. My_eAdvisor includes a record of advising notes that both you and your advisor may view at any time.
2. NAVIGATE TO DASHBOARD

Dashboard Home and any new messages
3. **DASHBOARD OVERVIEW**

- View any alerts that have been triggered
- Send or view messages from advisor
- View notes created by advisor
- View or request appointment with advisor
- Links to PDA and other useful sites

![Student Dashboard](image)
4. ALERTS

1. Click on the “Messages” Tab.

![Alerts tab in academic advising technology interface]

2. Click to view the alert details.

Note:
Positive alerts are scholarships and internships.

Negative alerts are financial and academic based ones.
5. MESSAGES

3. Click on the “Messages” Tab.

4. If the Messages tab has a number, this indicates the number of new unread messages.
   a. Click on the message to view its content.

5. Send a message by clicking
   new message

6. Choose a subject and type a message to your advisor.
   Once done, click submit.
Email message goes here.
6. ADVISOR NOTES

1. Click on the “Advisor Notes” Tab.

2. To view a message click ☑️ under the “View” column. Other semester terms can be viewed by check marking “View Past Terms.”

3. To contact the advisor regarding this particular note, click ✉️ Contact Advisor.

To go back to the dashboard, click 👈 Back to Student Dashboard.
7. APPOINTMENT REQUEST

1. Click on the “Appointment Request” Tab.

2. This screen shows you pending appointments, if any.

To cancel an appointment, checkmark the appointment and click [Cancel Appointment].

3. To request an appointment, click on “Request an appointment with my advisor.”

4. Filter by date, if necessary.

Please Note: The availability will display up to 14 days.

Checkmark the appointment to reserve and click [Reserve Appointment] at the bottom of the screen.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click “Yes” to confirm appointment.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Message" /> Are you sure you want to reserve the appointment on Monday, 8/6/2012 at 9:30 AM? (25550.9)</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Yes No Cancel" /></td>
</tr>
<tr>
<td>6.</td>
<td>Enter a reason for visit (optional).</td>
</tr>
<tr>
<td></td>
<td>Click <img src="image" alt="OK Cancel" /> when finished.</td>
</tr>
<tr>
<td></td>
<td>Please Note: Student are allowed to request up to two appointments within a 14 day period.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Reason for visit" /> I need to discuss my future class schedule.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="OK Cancel" /></td>
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8. Resources

1. Click on the “Resources” Tab.

<table>
<thead>
<tr>
<th>Assigned Advisor</th>
<th>Undergrad Advisor</th>
<th>Meet Your Advisor</th>
<th>Alerts</th>
<th>Messages (1)</th>
<th>Advisor Notes</th>
<th>Appointment Request</th>
<th>Resources</th>
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2. This tab provides different links to use resources. Many resources are within my.fiu.edu or to other external FIU websites.

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<th>Assignment</th>
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- View Panther Degree Audit
- My Major Match
- View Transfer Credit Report
- View Unofficial Transcript
- Nelfauc
- Student Tutorial
- Advisor Directory