Navigating the Student Profile

After logging in, you will be presented with three options to search for a specific advisee: by student ID#, by student email address, or by student last name and preferred first name. Alternatively, you can select “View My Advisee Listing” to receive a list of advisees assigned to you. If you have a large quantity of advisees assigned to you, it will take a few moments for your list to generate.

**TIP:** If searching by Student Name, begin entering the last name. When a minimum of three characters have been entered, you will receive suggested results based on your assigned advisees.
The Advisee Listing

Selecting your Advisee Listing will bring you to a default landing page. After reading the “Getting Started” tab, you may collapse it for a full screen view of your advisee listing.

The bottom of your Advisee Listing will display the total number of advisee records you have, the total number of pages, and will also allow you to increase the number of records to display per page.

Basic information for your list of advisees is displayed in columns. Columns can be dragged and dropped to different positions and all columns are sortable. In the upper right corner you also have options to filter or email your list. The “tools” icon will allow you to export your list to Excel. Filter, email, and export instructions are provided on page 4.

To view more information about a specific advisee, click on the “View Profile” link next to the student’s name.
The Student Profile

The advisee’s profile page will display providing biographical and general curriculum information, as well as the course schedule for the current term.

Beneath the student’s photo you can select “Prior Education and Test Scores” to view test scores on record and prior school information.

The “Additional Links” section allows you to view the student’s degree audit (Degree Evaluation), unofficial academic record (View Grades), and links to adviser resource webpages. Academic Deans will have access to Supplemental Advisee Info.
The top left of the page displays a breadcrumb menu which allows you to return to the Advisee Listing or Advisee Search page. The profile icon on the right allows you to sign out of the system.

Filtering your advisee list

While viewing your advisee list, select “Filter” from the upper right corner.

By default you can opt to filter by Name or change/add parameters.

You will have to make sure the filter parameter you enter matches how it is displayed within the Advisee Listing column. For example, if filtering for students in the class of 2021, you would select the parameter “Class Year/Cohort,” the option of “Contains,” and type “2021” in the identifier field:

When all of your desired filters are entered, press the “Go” button and your Advisee List will refresh.
Emailing your advisees

Selecting the option “Email All” will open your default email client and place all the students currently appearing in your Advisee List in the Bcc: field. If your Advisee List is filtered, only these students will be emailed; if your Advisee List is unfiltered ALL student will be emailed.

Yale’s Outlook email client limits the number of recipients that can be emailed at one time. If you have more than the maximum amount of advisees that can be emailed at one time, a pop-up box will appear and break out your advisee list into groups that will each need to be emailed.

For questions regarding the Student Profile advising system, contact Registrar@yale.edu