Accessing the Advising Report

Logging Into My Progress via the Portal
Keep in mind that as a user of these tools, you should be aware of KU data policies, all of which can be found at http://www.policy.ku.edu. Some specific policies and their respective web addresses are mentioned throughout this document.

Login to the myKU Portal. Keep in mind that after 30 minutes of inactivity, you will have to login again.

Locate the link labeled “My Progress”.

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**The Advising Report**

To run an Advising Report for a student, follow the same steps you would take to run a DPR, but instead of clicking on the link to the DPR, click the “Print Advising Report” button as shown below.

After clicking the Print Advising Report button, a pop-up window may appear, as shown below.
Click “Ok” to open the document.

Again, please keep in mind, “pop-ups” must be allowed in your browser in order for you to be able to be presented with the window to open the Advising Report or the Checklist.

- If you are using Mozilla Firefox, go to Tools > Options > Content and UNCHECK “Block pop-up windows.”
- If you are using Internet Explorer, it may be necessary for you to hold down the ctrl key while clicking the Checklist button, and remain holding it while clicking the “Okay” button as shown below:

![Click OK to open Advising Report](image)
If it is the first time you are looking at an Advising Report or Checklist for the day, you will get another window, as shown below. It serves as a reminder that you are downloading confidential student information. Please read the notice so that you understand the implications of opening the document.

IMPORTANT NOTICE – PLEASE READ AND ACKNOWLEDGE:

Advising Reports and Degree Progress Reports contain private information from education records and is protected under the Family Education Rights and Privacy Act (FERPA). To help protect the privacy and security of these records, we are alerting you that under certain circumstances, when you download a report, the data it contains may be stored on your computer’s hard drive.

When using some browsers (especially from non-KU computers) the browser may store temporary internet files containing information from the page you are about to view. Most KU computers are configured to delete this data on logout, but this may not occur when accessing data from a public computer, a shared KU-computer or a personal computer. Therefore, additional steps must be taken to clear the browser’s cache of this data. Once the cache is cleared, others with access to the computer cannot look at the files you’ve accessed. Taking these extra steps will help maintain the privacy of the data contained in the reports.

KU personnel accessing Advising Reports and Degree Requirement Checklists are required to take these steps when accessing them from any non-KU computer, and students viewing Advising Reports or Degree Requirements Checklists are strongly advised to do so. Additionally, we recommended use of either Firefox or Safari as the browsers for accessing this information.

For instructions on how to clear your browser’s temporary internet files (also known as “cache”), please consult the link below or contact the IT Customer Service Center at 785-864-0680:

http://www.privacy.ku.edu/best-practices/clear-cache.shtml

Read and click OK in order to view the Report/Checklist. If you click Cancel, the document will not open.
1 – Name, address, phone number, and email of student.

2 - Academic Summary, including current and graduated program and plan information, and initial term at KU. Also includes Leave of absence information for Graduate students.

3 – Hold/Alert information, if applicable.

4 – Milestones, if applicable.

5 – Degrees completed at KU.

6 – Admissions information as available. Can include high school GPA and/or previous degrees.

7 – Entrance exams, which can include ACT, SAT, AP, GRE, TOEFL, PRAXIS, PPST. Up to 8 sets of scores may appear here. Please note how the bottom of column 1 continues at the top of column 2.

8 – Current semester enrollment, including time, location, instructor, and total hours information.

9 – Previous semesters’ information. Header includes term, career, program, and level. Section shows courses, hours, grades, course type, course attributes, JR/SR hours, “NOCR” (no credit indicator), and repeat codes where applicable. Footer shows career hours, term GPA for career, and cumulative career GPA.
Please note this document opens in a separate window. When you are ready to close the document, simply close the window. HOWEVER, be aware some internet browsers temporarily store data, and may store some or all of the data from the advising report. Therefore, it’s very important to be familiar with your browser’s settings in order to insure the privacy and confidentiality of student data. Utilize the “best practice” and be sure your cache and “downloads” folder are cleared when you are finished using your computer for the day. Please go to this website for instructions on how to clear your cache.