

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.

KU myKU Portal

Enter your Online ID & Password

Online ID:

Password:

[Forgot your password](#) [Change Password](#)

[Set up your KU Online ID](#) [Help](#)

LOGIN

Service Updates

There are currently no service updates available.

[Technology News >](#)

Weekly Message

Public universities were established in the 1800s based on the premise that, because they provide benefits to society, they would be financially supported by states. The result was the development of an American higher education system that became the envy of the world and played a tremendous role in developing our democracy and advancing our quality of life.

But over the past 20 years, state support for higher education has eroded. While most Americans still view higher education as important, many states are unwilling to spend money — or have their elected officials support the universities that educate most of the nation's students. Though universities continue to serve a more prosperous society, the erosion of state support has in many cases become more efficient, the erosion of state support has in many cases led to schools to scale back their mission or, in many cases, to incur debt.

Once embraced as a collective good, a public higher education system is now viewed — and paid for — as a private one. This has serious implications for students and families, and also for our economy and society. Public universities can prosper without the unique public benefits universities provide. Without state support, there is no ability to fund the research and development that are the lifeblood of our society.

The Latest News

[Latest news](#) | [Arts & Humanities](#) | [Business & Communication](#) | [Education](#) | [Health & Wellness](#) | [Law, Policy & Society](#) | [Science & Engineering](#) | [Sports](#)

Locate the link labeled “My Progress”.

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.



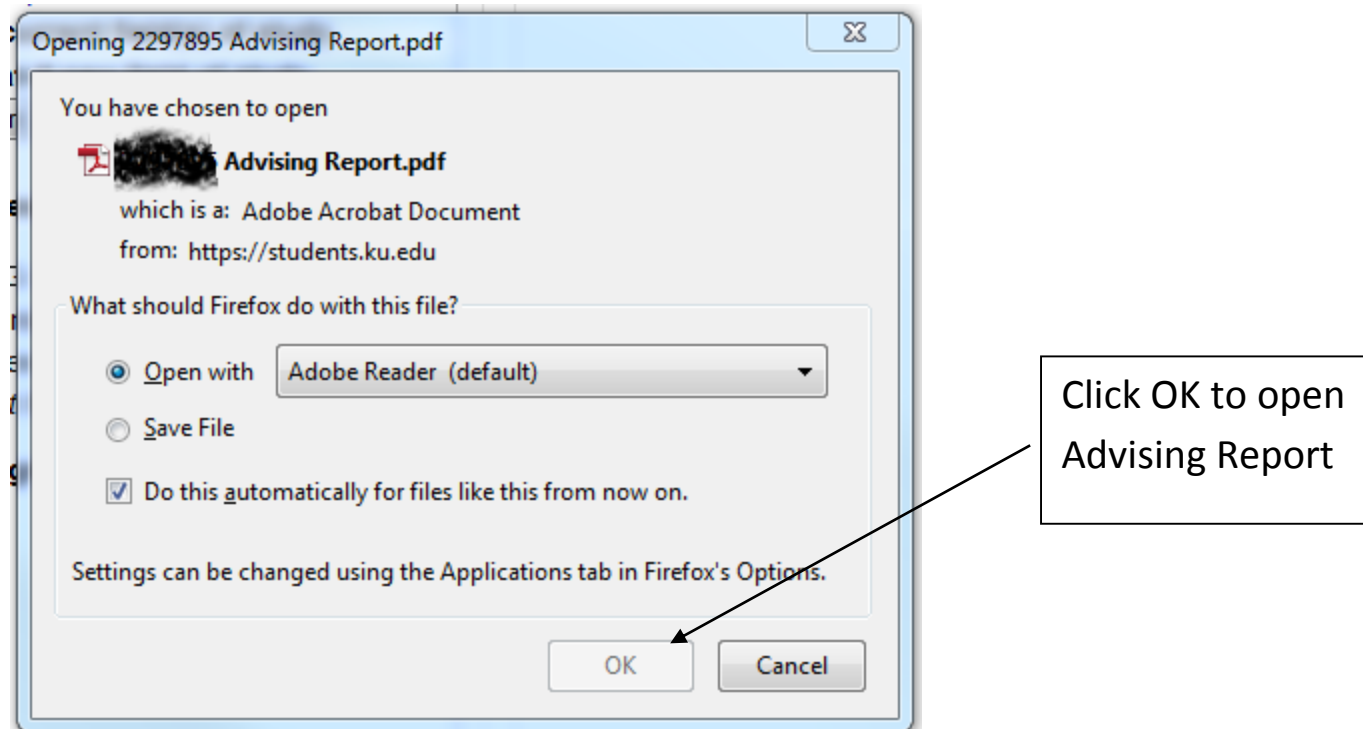
The screenshot shows a web interface for creating and managing Degree Progress Reports (DPR). At the top, there are navigation links: "Back to Advising Home" and "Help". Below these are tabs for "Info", "Academics", "Courses", and "Progress". The main content area is titled "Create a New Degree Progress Report (DPR)" and includes a "Need Help?" link. There are two radio button options: "...for your current field(s) of study" (selected) and "...for a What-if new field of study". A "Generate Report" button is located below these options. Under the heading "Stored Progress Reports", there is a link "View DPR" followed by the text "BUSG / Business - 05 / 22 / AdministrationMBA / Dual 2012 degree with JD / Fall 2012 What If". A "Checklist" button is positioned to the right of this text. Below this is the heading "Archived Progress Reports". At the bottom of the interface, there is a "Print Advising Report" button. A callout box with a black border and white background contains the text "Click here to download Advising Report" and has an arrow pointing to the "Print Advising Report" button.

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:



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 contains 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 785-864-8080:

<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.



**Advising Report for
Jay Jayhawk (2073094)**

12345 E. Jayhawk Drive
Lawrence, KS 66045
913/123-4567
kujayhawk@ku.edu

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Academic Summary

Graduate (GRDL) | Graduate | 3.94 KU GPA
Business Graduate (BUSG)
(Graduated 2012-05-13)
Business AdministrationMBA (BAGB-MBA)

2

Law (LAW) | Professional Year 3 | 3.70 KU GPA
Law Professional (LAWP)
(Graduated 2012-05-13)
Juris DoctorJD (JDPL-JD)

Undergrad (UGDL) | Senior | 3.90 KU GPA
Liberal Arts&Sci Undergraduate (CLASU)
(Graduated 2009-05-17)
Political ScienceBA (POLSA-BA)
Business Undergraduate (BUSU)
(Graduated 2009-05-17)
Management and LeadershipBSB (MGMTB-BSB)

Initial KU Term: Fall 2005

Holds/Alerts

POLS Major Declared
Academic Standing Hold

3

Milestones

BUSU
College Honors Program
2009-05-17
Global Awareness Program
2009-05-17

4

KU Degree(s):

BS in Business/Management
Bachelor of Arts/Political Science
Juris Doctor
Master of Business Administration

5

05-17-2009
05-17-2009
05-13-2012
05-13-2012

Admission Data

High School GPA: 4.00

6

Entrance Exams

Confidential Student Materials.

Property of the University of Kansas. Do not redistribute.
Intended for internal advising use only.

DISCLAIMER: Errors on this document do not exempt
you from a requirement.

7

ACT	ACT	SAT	SAT
COMP 32	COMP 33	MATH 800	MATH 740
ENGL 31	ENGL 28	VERB 690	VERB 760
MATH 29	MATH 34	TOTAL 1490	TOTAL 1500
READ 34	READ 34	2004-03-01	2004-06-01
SCIR 33	SCIR 36		
2003-06-01	2004-02-01		

SAT
MATH 720
VERB 800
TOTAL 1520
2004-12-01

Current Enrollment

8

Courses

9

Spring 2012-GRDL, BUSG,LAWP, Graduate

FIN 750	Entrepreneurial Finance I	2 A-	LEC	JR/SR
FIN 751	Entrepreneurial Finance II	2 A	LEC	JR/SR
FIN 895	Graduate Seminar in Finance: Alternative Investmnt Strategies	3 A	LEC	JR/SR
IBUS 702	International Business Strategy	2 A-	LEC	JR/SR
GRDL: 9 Hrs				
Term GPA: 3.87				
GRDL: CUM GPA: 3.94				

Spring 2012-LAW, BUSG,LAWP, Professional Year 3

LAW 873	Commercal Law:Secured Transactn	3 B	LEC	JR/SR
LAW 957	Sports Law	3 A	LEC	JR/SR
LAW 971	Product Liability	3 B+	LEC	JR/SR
LAW: 9 Hrs				
Term GPA: 3.50				
LAW: CUM GPA: 3.70				

Fall 2011-GRDL, BUSG,LAWP, Graduate

ACCT 704	Fin Stmt Presentatn&Analysis I	2 A	LEC	JR/SR
ACCT 705	Fin Stmt Presentatn&Analysis II	2 A	LEC	JR/SR
BE 702	Global Econ Envrn of Business	2 A	LEC	JR/SR

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.***