KU Core Opt-In and Opt-Out in the Online Advising Tool

Logging Into The Advising Tool via the Portal

LAWRENCE/EDWARDS CAMPUS USERS: At the www.ku.edu website, click on the “MyKU” link to access the Portal.

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

Set up KU Online ID
Change your password
Authorized Applications
Help

Enter your KU Online ID, and password below. Help

Online ID: moickerel
Password: *********

Submit Reset
Forgot your password?

Access to electronic resources at the University of Kansas is restricted to employees, students, or other individuals authorized by the University or its affiliates. Use of this system is subject to all policies and procedures set forth by the University located at www.ku.edu. Unauthorized use is prohibited and may result in administrative or legal action.

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Go to the top and select the “Advising” Tab, and click on “KU Student Information”. If you wish to browse the Schedule of Classes in addition to looking up student information, you can just click “Advising”.

**KUMC USERS:** Go to [www.MyKUMC.ku.edu](http://www.MyKUMC.ku.edu) and login. The Advising Tool should be under “My Faculty Info” navigation. Contact the helpdesk if you cannot find the navigation.

Accept the FERPA policy (once per day).

**Creating a New Appointment Note**

Once you access the menu, find a student by typing their empid (student ID number) or name into the search box and click on “Search”. If it is an older student, you may have to toggle the “Active” drop box to “All Students”.

On the left-hand side of the main student screen, look for “Add New: Appt” at the top (highlighted below).
Click on the “Appt Form” link to create a new Appointment Form. You will see seven links (see below). Click on “Contact” first.

Indicate the type of contact with the student using the highlighted checkboxes, and click “save”.

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Next, click on the “Progress” link.

The Progress Pane will open. The “KU Core Opt In” or “KU Core Opt Out” checkbox will display in the upper right-hand corner, along with a button that saves the action and notifies the student. These items are highlighted below.

***THE FOLLOWING STEPS MUST ONLY BE PERFORMED IF THE STUDENT’S DECISION TO OPT IN OR OPT OUT OF THE KU CORE IS FINAL***
If you need to record the student’s final decision to “Opt In” or “Opt Out”, check the box next to the “KU Core Opt In” or “KU Core Opt Out” description and then click “Save & Notify Student”. You will get the following message:
If you click “OK”, the decision **will be recorded** and **cannot be undone, regardless of whether you save the Progress Pane or not**. An email will be sent out to the student indicating that they have opted in or out of the KU Core, and that they need to contact their academic advisor immediately if there are questions. The checkbox and the “Save & Notify” button will **disappear**. You can click on “Save” or “Cancel” on the Progress Window to exit it after you are finished with it.

Click on “Actions Advised” and enter the appropriate verbiage for your area indicating that the student opted out of or opted into the KU Core. Click on “Save” to save your entry and get back to the main Appointment Form links.

After you have completed your entry in the appointment screens, click “Done” to complete the Appointment Note (highlighted below). This will save a record of your interaction with the student.

Be aware that if it is your practice to save your appointment forms as drafts to complete after the student has left your office but then decided to delete the draft, the opt in/out decision has already been made. By deleting the draft of the appointment, you are NOT changing the decision back to what it was prior to meeting with the student. **At the moment you click on the ‘Save and Notify Student’ button, the decision is FINAL.**
Viewing a Student’s Opt-in/Opt-out Decision in the Portal

If you wish to view a student’s opt-in/opt-out decision in the KYou Portal after the decision has been made, you can simply look at either the Academics Tab or the Progress Tab (highlighted information below):

High School GPA:
Not available

Student opted in to the KU Core on 03/08/2013

Discontinued:
Undergrad (UGDL)
- University Special (OURU)
  - Non Degree University Special

Or on the Advising Report:

Academic Summary

Student opted in to the KU core on 03/08/2013

Initial KU Term: Summer 2012

Holds/Alerts
  - Immunization Hold