

To View Student's Biographical/Demographical Information

1. Click on Classic Home

MyBenU	✓ Benedictine	e Staff Homepage	ନ ସ୍	: Ø
BU Notifications	Academic Records	Manage Classes	Employee Self Service	
No current tasks	Student Financial Account			
		•		C

2. Click on Self Service > Advisor Center > My Advisees

Favorites 👻	Main Menu 🗸
МУВ	Search Menu:
	 BU Student Financials BU Student Records Student Activity Flow Self Service Campus Community Class Search / Browse Catalog Campus Community Enrollment Campus Finances Campus Personal Information Campus Personal Information Set Up SACR Worklist Reporting Tools PeopleTools My Preferences My Preferences Muserse Delarations Review Transactions Muserse Delarations

3. Select a student displayed on this page using the **View Student Details** link corresponding to that student **OR** click on the **View Data for Other Students** button which allows one to access all students in the system. [**NOTE**: If one clicks on the **View Data for Other Students** button, the **Advisee's Student Center** search page will open where one can search using last and first name].

Favorites • Main Menu • > Self Service • > Advisor Center • > My Advisees	
Cathy Carrot	
Eaculty Center Advisor Center Search	
My Advisees Student Center General Info	
My Advisees	
There is no information for the transaction you requested	
View data for other students	
■Go to top	

4. The Advisee's Student Center search page will open where one can search using last and first name.

Favorites 🗸	Main Menu						
Advisee's S	tudent Center						
Enter any infor	nation you have and click Search. Leave fields blank for a list of all values.						
Find an Exi	ting Value						
Search C	riteria						
ID b	igins with 🔻						
Campus ID b	igins with 🔻						
National ID b	egins with 🔻						
Last Name b	egins with ▼ Apple						
First Name b	igins with ▼ Andy						
Case Sens	itive						
Coorab	Devente Oliver Devis Queent 💆 Oner Devente Oritoria						
Search	Search Clear Basic Search C Save Search Chiefla						

5. Click the **General Info** tabbed link on the top of the **Advisee Student Center** page and the **Advisee General Info** page will open.

avorites	ice 🔻 🖒 🛛	Advisor Center 👻 > My Advi	sees > Advisee Student Center	
Cathu Carrat				
Catrly Carrot	1			
Eaculty Center Advisor Center Search				
My Advisees Student Center General Info				
Advisee Student Center				
Andy Apple				
,				
Academics				- 11-14-
	强 Deadl	nes 🔲 URL 📲	·	Holds
My Class Schedule	This M	laakia Cabadula	-	No Holds.
	THIS W	Class	Schedule	Advisor
(Invalid Value) 🔻 🛞			Mo 9:30AM -	Program Adv

6. Information displayed on this page include: Service Indicators, Initiated Checklists, Student Groups, Personal Data [gender and marital status], Name, Addresses, Phones, and Email Addresses.

Favorites 👻 🛛 🔊	/lain Menu v	> Self Service -> Advisor Cente	er → My Advisees → Advis	see Student Center	> Advisee General Inf
Cathy Carrot					
Eaculty Center	Advisor Cente	r <u>S</u> earch			
My Advisees Stu	udent Center (General Info			
Advisee Genera	al Info				
Andy Apple					
Service In	idicators	Initiated Checklists			
Student G	Broups	Personal Data	Collapse All		
Addresse	D s	Names Phones	Expand All		
Email Add	iresses	Early Warning Notice	Experie		