

Train the Trainer Modules: Term Processing

6.4 Request Academic Advisement Report

Report Request		Report Request Log	
ID/Name	0064	Aamir Azam Sheikh	
Academic Institution	KSAU	KSAU Univ. for Health Sciences	
Report Type	AA01	Academic Requirements Report	
Date Processed	01/25/1435	Report Status	Completed
*Report Date	<input type="text" value="01/25/1435"/>	*As of Date	<input type="text" value="06/03/2451"/>
*Report Identifier	<input type="text" value="ADMIN"/>	Administrative Request	

Actions
 [View Report](#)
Printer

Report type:

Specify the type of Report.

Report Date:

Specify the date when Report is generated.

Report Status:

Specify the status of Report generation.

Report Identifier:

Specify the Person or Authority generating the Report.

Process Request:

Starts the process of producing the Report.

➤ How to Generate Academic Advisement Report?

Following are the requirements for Generating Academic Advisement Report:

Execution Steps:

Step 1: Login with the KSAU sample users for this process [Sample User = "KS_DAR" , Password = "123" OR Sample User = "KS_AAO" , Password = "123"]

Step 2: Go through with this navigation [Academic Advisement -> Student Advisement -> Request Advisement Report]

Step 3: Click on the link "Add a New Value" tab

Step4: Enter the following information

ID: Select ID of Student.

Academic Institution: Select Academic Institution of Student.

Report Type: Select type of Report.

Step5: Click "Add" button.

Step6: On "Report Request" Page, enter the following:

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Report Date: Enter report date.

Report Identifier: Enter report identifier

As of Date: Enter report as of date.

Step7: Click "Process Request" button to generate Academic Advisement Report.

Step 8: Student Advisement report will be displayed on new page.

Step9: Click on "view report as pdf " button to view report in PDF format.

➤ How to Request/View Academic Advisement Report?

Following are the requirements for Requesting/Viewing Academic Advisement Report:

Execution Steps:

Step 1: Login with the KSAU sample users for this process [Sample User = "KS_STUDENT", Password = "123"]

Step 2: Go through with this navigation [Self Service -> Student Center -> My Academics]

Step 3: Click on the link [View my advisement report](#)

Step 4: It will generate request to View Academic Advisement Report and display the Advisement Report.

Step 5: Click on link "view report as pdf" to view PDF version of Advisement Report.