

View Advisers

This document provides an overview of viewing your advisers.

To access the advisor information log in to the portal, **My Akron**, at <http://my.uakron.edu/> with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for each of the student center options (class schedule, weekly schedule, and exam schedule, personal portfolio, financial). Please visit the [Software Training website](#) and select the link for the appropriate tutorial.

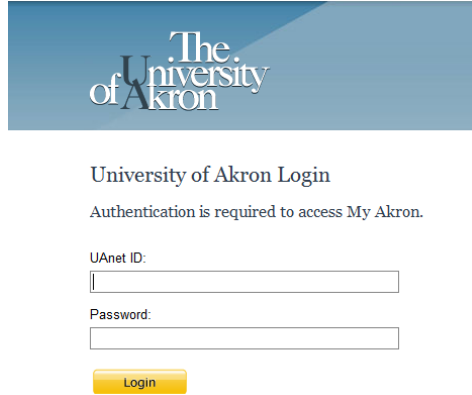
Important Guidelines:

- ✓ Log into My Akron (my.uakron.edu) to access the self-service applications.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

View My Advisers

Instructions:

1. Log in to **My Akron** with your UAnet ID and password:



The University of Akron logo is displayed at the top of the login page. Below the logo, the text reads "University of Akron Login" and "Authentication is required to access My Akron." There are two input fields: "UAnet ID:" and "Password:". A yellow "Login" button is located below the password field.

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2. Click the “**My Experience**” tab.



The screenshot shows the "My Akron Experience" dashboard. At the top, there is a blue header with the "U A" logo and the text "My Akron Experience". Below the header, the date and time "Mon, Oct 1, 2012 8:49 AM" are displayed. There are three tabs: "My Experience" (circled in black), "My Page", and "Faculty/Staff". Below the tabs, there is a "My Messages" section with a table of messages. The table has columns for "From", "Subject", and "Status". One message is listed: "ITS" from "Google Apps for students: New features" with a status of "Unread".

From	Subject	Status
ITS	Google Apps for students: New features	Unread

Instructions:

3. Click on the “**Student Center**” link located in the left side of the page.

U My Akron Experience

Mon, Oct 1, 2012 8:49 AM

My Experience My Page Faculty/Staff

Student Center

Springboard

E-Mail

Reminders

- Majors Mosaic
- Learn About UA Programs at Majors Mosaic
- Attend events for Homecoming Week, October 1-7th
- Be sure to complete the MAP-Works Fall survey by October 7
- US-China Relations in an Election Year
- Participate in National Depression Screening Day

Instructions:

- 4. From the **Student Center** you can easily navigate to your academic, financial, and personal information. Under the **Academics** heading click the **My Academics** link.

Nancy's Student Center

The screenshot shows the 'Academics' section with a navigation menu containing 'Search', 'Enroll', and 'My Academics' (circled). Below the menu is a search box with 'other academic...' and a double arrow icon. To the right, there are 'Deadlines' and 'URL' links, and a 'This Week's Schedule' table. The table has two columns: 'Class' and 'Schedule'. One class is listed: '6200 201-701 LWW (72428)' with a schedule of 'MoWe 10:00AM - 11:15AM Wayne Coll B119'. Below the table are links for 'weekly schedule' and 'enrollment shopping cart'. The 'Finances' section below shows 'My Account' with links for 'Account Inquiry', 'Financial Aid', 'View Financial Aid', and 'Accept/Decline Awards'. An 'Account Summary' box displays 'You owe 2,113.70.' with a breakdown: 'Due Now 724.56' and 'Future Due 1,389.14'. A note states '** You have a past due balance of 724.56. **' and 'Currency used is US Dollar.' Below this are links for 'make a payment', 'sign up for payment plan', and 'authorize parent access'.

- 5. Click the **View my Advisers** link.

Jane Doe

The screenshot shows the 'My Academics' section for Jane Doe. At the top are two buttons: 'Search' and 'Enroll'. Below them is the 'My Academics' heading. At the bottom, there is a navigation bar with 'Advisors' and 'View my advisers' (circled). A mouse cursor is pointing at the 'View my advisers' link.

Instructions:

- 6. The list of advisers to which you have been assigned will be displayed.
- 7. To email your adviser, click their name (which is a hyperlink) and an email message will be addressed to them.

Jane Doe go to ...

My Advisers

Academic Program Arts & Sciences undergraduate

Notify	Advisor Name	Phone
<input type="checkbox"/>	Debra Hayes	330/972-7210

For questions regarding registration and enrollment, please e-mail the Registrar’s Office at: registrar@uakron.edu