u.select
Advisor Function Directions

- Find Student Accounts
- Edit Student Accounts
- Delete Student Accounts
- Reset Passwords
- View Planning Guides
- View Student Courses

For all the Advisor functions covered in this handout:

Special Note: Please advise your students to create their account at Indiana State University (ISU)—you only have access to accounts based here.

It is also best for students to register in u.select using their last name and first initial or how they have it in their portal accounts if they are already an ISU student.

Updated September 9, 2008
Find Student Accounts

Advisors & Administrators can look up the user accounts at their institution.

There are several ways to search for accounts as an advisor or an administrator. One of the following must be entered to perform a search: User ID, Partial User Name, or Email.

1. If you know the **User ID**, enter it into the box next to "User ID." The Institution box will be filled in with the identification for the institution where you have an account. You don’t need the full User ID to search.

2. If you don’t know the User ID, you can search by **User Name**. You don’t need to know the full User Name to search.

3. If you know the user's **email address**, you can enter it into the box next to " Email." Partial email addresses can be used for the search. For example, '@hotmail' will retrieve all those accounts that include that text in the email address.

**Note:** The minimum authority level (student, advisor, or administrator), the role the user chose when creating an account, the dates of account creation, the days since last activity, and number of logons can be used to narrow the results.

Log in to u.select at www.indstate.edu/transfer/tool
Edit Student Accounts

If you click “edit” on the screen shown above next to a user’s account, you get this screen. You can change the user’s basic information. Click Update to save.

Log in to u.select at
www.indstate.edu/transfer/tool
Delete Student Accounts

You can also delete a user’s account by clicking “delete” next to the user name. You will also need to click on the Delete button to execute.

Log in to u.select at www.indstate.edu/transfer/tool
**Reset Passwords**

You won’t be surprised to hear from students and other users who have forgotten their passwords. You can reset them from the Password icon in the search results. Students need to email their advisor or the administrator of *u.select* at cas@indstate.edu to ask for their password to be reset.

Log in to *u.select* at www.indstate.edu/transfer/tool
Advisor Function Directions

View Planning Guides

You may view planning guides ran by your students or advisees. Access this feature by clicking Students on the top bar and Student Plans on the left-hand side of your screen.

(You may also run a Transfer Plan as a student would by clicking on the Program link at the top of your screen.)

Log in to u.select at www.indstate.edu/transfer/tool
View Planning Guides (Continued)

If you click “Student Plans” you will be asked to fill in a User ID.

If you do not know the ID of the user whose account you wish to examine but you do know some other information about the user, go to Find Students first. Fill in as much as you know about the student account and select Find. The User ID and school will be displayed as part of the search results.

After entering the User ID and Indiana State University from the drop down list, click “Find.” If you have entered a valid ID, you will get the following screen.

When you’ve accessed the correct user’s Planning Guides, you will see a list of all the Guides with the information displayed above. You can view any of the guides by clicking on the plan, the program name, or the complete status.

Note that this screen is different than the screen you see when you look at the list of Plans in your own account. In that case, you can edit or delete items on the list. Here, looking at a user’s list, you only have the option of viewing. Only the person who created the planning guide can delete it.
View Student Courses

You may see the courses your students have saved.

1. Find your student as before.
2. Click on their name in the search results.
3. Expand the list of courses under Student Courses

You may also view any plans they have ran.

Summary

The summary shows you the student's course list and Plans.
Name: Test student
User ID: Dornes
School: ISU
E.Mail: bstafford@indiana.edu

Student Courses

<table>
<thead>
<tr>
<th>Indiana State University (6 courses)</th>
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</thead>
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</tr>
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</table>

Planning Guides

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<th>School</th>
<th>Program</th>
<th>Catalog</th>
<th>Equivalency</th>
<th>Plan Status</th>
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<tbody>
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<td>ES IN AEROSPACE ADMINISTRATION</td>
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<td></td>
<td>Complete</td>
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<td>Indiana State University</td>
<td>ES IN OPERATIONS MANAGEMENT AND ANALYSIS</td>
<td>Current Catalog</td>
<td></td>
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</tr>
</tbody>
</table>

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