Guide to Accessing Graduate Academic Advisement Reports (Graduate AARs)

1. On <u>LOUIE</u>, go to **Faculty/Advisor Home** and click on **My Advisees**.

NAU		Faculty/Advisor Home		ŵ	Q	:	\oslash
	Registrar's Office Forms	LOUIE Training	My Advisees				
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2. Click on View Other Student.

Faculty/Advisor Home	✓ NAU My Advisees	ŵ	Q	:	\oslash
Norma Zheng					
Advisor Center Search					
My Advisees Student Center	General Info Transfer Credit Academics				
My Advisees					
Only Advisees directly assigned to View Other Student button to find a You are not	you are shown below. Advisees assigned to you through a committee are not shown. Use the student not listed below.				
View Other Student					
Go to top					

3. Enter student's *EMPLID* and click on **Search**.

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Advisee's Student Center	r				-
Enter any information you have a	and click Search. Leave fields blank for a list of all values.				
Find an Existing Value					
Search Criteria					
ID begins with ↓ 333 NAU ID begins with ↓ National ID begins with ↓ Last Name begins with ↓ First Name begins with ↓ User ID = Case Sensitive Search Clear Basic	2454 C				
No matching values were found.					

4. Select Academic Requirements from the Drop-Down Menu and click on the >> Button.

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Norma Zheng Advisor Center Search My Advisees I Student Center General Info C Advisee Student Center Norma Zheng	Iransfer Credit Agademics					~
Academics	▼ Holds					- 1
My Class Schedule	(i) You are not enrolled in classes. No Holds.					
Shopping Care	To Do List					- 1
Jacks Scheduler Jacks Planner	Direct Loan Ent	rance Interview				. 1
Other Academic Information		More 				
	Action Cer	nter				- 1
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	Open Enrollme	nt				
	Advisor					
	Program Advi	sor				
	Beth Kingsley	Advisor				
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5. The student's Academic Advisement Report (AAR) will now populate. *If you encounter any issues, it may be that you do not have the e-Pass security needed to access the Graduate AAR, and you will need to contact GradGraduation@nau.edu for next steps.*