Update the Student Advising Signoff Screen

**Issue:** When you change a student’s program or plan, you often have to wait for an overnight process to update the Student Advising Sign off Screen. Now there is a button on that screen that lets you update the Advising Signoff screen on demand.

To use this button (and see the screen) you must have the role *ASU Enrollment Advising Update***. To get this role, you must take two classes that are available online in blackboard ([http://myasucourses.asu.edu](http://myasucourses.asu.edu)). These courses are:

- FERPA Refresher
- Advisor 201: Using ASU Advising and Setting Service Indicators

If you already have this role, you don’t have to do anything to see and use the new feature.

*** Note that people with the *Admin All* role will also be able to see this new button.

**Access the screen**

To start, open a web browser and login to **https://hrsa.oasis.asu.edu**.

The Student advising sign off screen can be seen by clicking on these menus:

*ASU Customization*> *ASU Student Records*> *ASU Advising*> *Student Advising Signoff*.

Search for the student with the information that you have:

Remember that:

- **EMPL ID** = Affiliate ID of the student (1000….)
- **Campus ID** = ASU ID of the student (993….)
- **National ID** = Social Security or taxpayer ID

In this example, we search for a student named “Joe Student” by entering the information we have about the student and then clicking on **Search**.
**Tip:** Always click on “Include History” so that you get all of the data about the student.

In this example, there are two rows for this student. Note that one has a status of “historical” and one says “Active in Program”.

Note: In most cases, the students will have only one row, and you will be taken directly into the students advising sign off page. The page may be grayed out but the “Update Student Advising” button will still be available. If the Advising signoff search page returns more than one “historical” row with different career numbers, select the career number that the student’s program was updated.
Here’s how the new button works. If the program or plan of the student doesn’t look correct, click on the **Update Student Advising** button.

You will be returned to the search screen. If you have typed anything into the notes area, or changed the “Advising Status” field, you will be asked to either save your data or cancel to continue before being returned to the search screen.

The search page will display with the student’s ID entered for you.

Click the **Search** button a second time to display the page again... The current program and plan will display.

Once everything looks ok, click on **Save** to save your changes.
An Example

Ashley the advisor has just helped Joe Student (affiliate ID = 10000000000) to change his program and plan. She wants to go put in a note in advising note about the change.

Ashley navigates to ASU Customizations > ASU Student Records > ASU Advising> Student Advising Signoff. She puts in Joe’s Affiliate ID and clicks on Search. She now sees this screen:

Joe started in UGLA, but had a poor time of it and quit. That was student career 0 (shown on the top row).

Now Joe is back and is in two programs at the same time. His first program (career 1) started in UGLA, but then he switched to UGBA. That’s whey there are two rows, where the historical row is UGLA and the active row is UGBA.

Joe’s second program (career 2) has one row listed UGBA. Ashley had just changed Joe from UGBA to UGLA for this second program. She doesn’t see this second row.
Ashley knows that she changed Joe’s plan in career 2 (because she noted the field before she left the page when she changed the program!) So Ashley clicks on the last row, career 2 to get the advising screen.

Ashley sees that Joe is not listed in UGLA, where he should be. So she clicks on the **Update Student Advising** button before doing anything else.
Ashley is kicked back out to the search screen, where Joe’s ID is entered into the ID field.

Note that now there are FIVE rows, two of them active – one for each of the programs Joe is pursuing. Ashley will click on the last row in order to go enter her notes about the change into Joe’s record.
Now Ashley can add her advising notes and click on **Save** to save her changes.
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