



u.select

Advisor Function Directions

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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.

Find Students

Enter a User ID, partial user name, or partial e-mail to search for accounts at your school.

User ID	<input type="text" value="b"/> @ ISU
User Name	<input type="text"/>
E-mail	<input type="text"/>
Authority Level	Student ▼
User Role	All ▼
Created between	<input type="text"/> and <input type="text"/>
Days since last activity	<input type="text"/>
Number Of Logons ²	<input type="text"/>

Search Results

[Check All / None](#)

Name	User ID @ School	Roles	Authority Level	Email	Create Date	Last Activity Date	Password	Edit	Delete
Barbara	Barbara @ ISU	College Student	Student	bstafford@isugw.indstate.edu	12/12/2007	01/02/2008	🔑	📄	🗑️

Edit Student Accounts

Indiana State University User: Advisor Account

▶ My Students

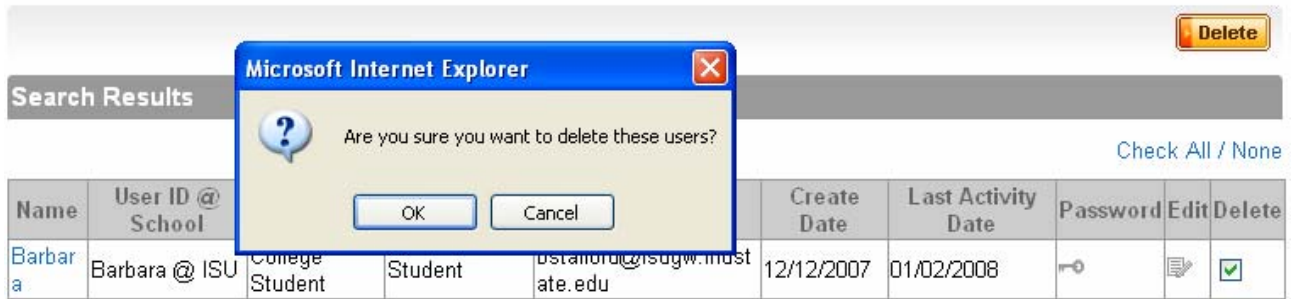
Edit Student

User ID	Barbara
School ID	ISU
* Name (required)	<input type="text" value="Barbara"/>
* E-mail (required)	<input type="text" value="bstafford@isugw.indstate.edu"/>
* User Role (required)	<input type="text" value="College Student"/> ▼
* Session Time Out ^(?) (required)	<input type="text" value="600"/>


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.

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.



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.

Indiana State University User: Advisor Account

▶ My Students

Reset Password

Remember that passwords are case sensitive, must contain at least one alpha and one numeric character, and be between 6 and 13 characters long.

User ID @ School	Barbara@ISU
Password 	<input type="password"/>
Confirm Password	<input type="password"/>

[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.)

The screenshot displays the u.select system interface. At the top, a navigation bar includes links for Home, Schools, Courses, Programs, **Students**, Administration, and My Profile. On the left, a sidebar menu shows 'Students' with sub-links for 'Find Students' and 'Student Plans'. The main content area is titled 'Student Plans' and contains a search form with the following fields: 'User ID' (text input), 'School' (dropdown menu), 'Within' (dropdown menu), and a checked checkbox for 'Created for Indiana State University'. A 'Find' button is located below the form. Below the search form is a table of search results.

Plan	Job ID	Created On	User	Userid	User's School	Created For	Program	Catalog	Equivalency School	Plan Status
	2008090211401194	09/02/2008 11:40	Test student	Domes	Indiana State University	Indiana State University	BS IN OPERATIONS MANAGEMENT AND ANALYSIS	Current Catalog		Complete
	2008090211405535	09/02/2008 11:40	Test student	Domes	Indiana State University	Indiana State University	BS IN AEROSPACE ADMINISTRATION	Current Catalog		Complete
	2008090211380429	09/02/2008 11:38	Test student	Domes	Indiana State University	Indiana State University	BS IN HISTORY	Current Catalog	INDIANA UNIVERSITY-SOUTHEAST	Complete

[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.

Enter the student's User ID and School ID to search for planning guides.

User ID	Barbara
School	Indiana State University
Within	30 days
Created for Indiana State University	<input checked="" type="checkbox"/>



Plan	Job ID	Created On	User	Userid	User's School	Created For	Program	Catalog	Equivalency School	Plan Status
	2008090211401194	09/02/2008 11:40	Test student	Domes	Indiana State University	Indiana State University	BS IN OPERATIONS MANAGEMENT AND ANALYSIS	Current Catalog		Complete
	2008090211405535	09/02/2008 11:40	Test student	Domes	Indiana State University	Indiana State University	BS IN AEROSPACE ADMINISTRATION	Current Catalog		Complete
	2008090211380429	09/02/2008 11:38	Test student	Domes	Indiana State University	Indiana State University	BS IN HISTORY	Current Catalog	INDIANA UNIVERSITY-SOUTHEAST	Complete
	2008081115013707	08/11/2008 15:01	Test student	Domes	Indiana State University	Indiana State University	BS IN COMPUTER ENGINEERING TECHNOLOGY	Current Catalog		Complete

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

 Print

 Back


The summary shows you the student's course list and Plans.

Name: Test student
User ID: Domes
School: ISU
E-Mail: bstafford@isugw.indstate.edu

Student Courses

☰ Indiana State University (6 courses)							
Year	Term	Department	Number	Subject	Credits	Grade	Source
2007		ACCT	200	Survey Of Accounting	3.00000	C	Student
2007		BIOL	101	Principles of Biology I	3.00000	A	Student
2007		CHEM	103	Elementary Chem	3.00000	A	Student
2007		CHEM	103L	Elem Chem Lab	1.00000	A	Student
2006		COMM	101	Intro Sp Commun	3.00000	A	Student
2004	May	ANTH	100	Intro Anthropol	3.00000	A	Student

Planning Guides

Plan	Job ID	Created On	School	Program	Catalog	Equivalency School	Plan Status
	2008090211405535	09/02/2008 11:40	Indiana State University	BS IN AEROSPACE ADMINISTRATION	Current Catalog		Complete
	2008090211401194	09/02/2008 11:40	Indiana State University	BS IN OPERATIONS MANAGEMENT AND ANALYSIS	Current Catalog		Complete