

Advisor Module Training

Website for training:

<http://ebizdev.utmb.edu/menu.jsp>



[PeopleSoft Upgrade Instances](#)

[Kronos Access](#)

[Arlington BCP](#)

<u>CSPRD - 9.0 b42/HR b19 Campus Solutions Production</u> <u>CSRPT - 9.0 b42/HR b19 Campus Solutions Reporting</u> <small>(CSRPT refresh time - 10/12/2016 02:36:06 AM)</small> <u>CS 9.0 PeopleBooks</u>	<u>FPRD - 9.1 FP2 MP10 b37 Financials Production</u> <u>FRPT - 9.1 FP2 MP10 b37 Financials Reporting</u> <small>(FRPT refresh time - 10/12/2016 01:17:21 AM)</small> <u>FMS 9.1 FP2 PeopleBooks</u>	<u>HPRD - 9.1 FP2 b20 HCM Production</u> <u>HRPT - 9.1 FP2 b20 HCM Reporting</u> <small>(HRPT refresh time - 10/12/2016 02:25:04 AM)</small> <u>HR 9.1 FP2 PeopleBooks</u>
<u>CSPRD2 - 9.0 b42/HR b19 CS Production Support</u> <small>(CSPRD2 refresh time - 10/12/2016 02:42:29 AM)</small>	<u>FPRD2 - 9.1 FP2 MP10 b37 Financials Production Support</u> <small>(FPRD2 refresh time - 10/12/2016 01:18:42 AM)</small>	<u>HPRD2 - 9.1 FP2 b20 HCM Production Support</u> <small>(HPRD2 refresh time - 10/12/2016 02:10:42 AM)</small>
<u>CSDEV - 9.0 CS Development b42/HR b19</u> <small>(csprd 09/23/2016 12:38:21 PM)</small>	<u>FDEV - 9.1 FP2 MP10 b37 FMS Development</u> <small>(fprd 09/27/2016 10:42:54 PM)</small>	<u>HDEV - 9.1 FP2 b20 HCM Development</u> <small>(hprd 09/27/2016 04:25:45 PM)</small>
<u>CSTST - 9.0 CS Test b42/HR b19</u> <small>(csprd 09/21/2016 02:21:49 PM)</small>	<u>FTST - 9.1 FP2 MP10 b37 FMS Test</u> <small>(fprd 09/13/2016 11:30:52 PM)</small>	<u>HTST - 9.1 FP2 b20 HCM Test</u> <small>(hprd 09/13/2016 11:43:04 PM)</small>
<u>CSTRN - 9.0 b35/HR b19 CS Training</u> <small>(csprd 08/28/2015 12:45:00 AM)</small>	<u>FTRN - 9.1 FP2 MP10 b37 FMS Training</u> <small>(fprd 06/16/2016 08:41:27 AM)</small>	<u>HTRN - 9.1 FP2 b7 HCM Training</u> <small>(hprd 10/08/2016 08:56:50 PM)</small>
<u>CSDMO - 9.0 Campus Solutions Demo b40/HR b19</u>	<u>FDMO - 9.1 FP2 MP10 b37 FMS Demo</u>	<u>HDMO - 9.1 FP2 b20 HCM Demo</u>

- Annual Online Training
- Blackboard
- Compliance
- Career Opportunities
- Emergency Planning
- Employee Benefits
- Emp Self Serv / Paycheck
- Evidence Based Practice
- Human Resources
- Identity System
- iSpace
- Kronos Time Capture
- Moody Medical Library
- MyChart Patient Portal
- MyCitrix
- myPOWER
- MyStar**
- MyTraining
- MyUTMB

[News & Information](#) [Resources](#) [Directory](#)

Take a test drive...

Open scheduling for primary care
See your options. Make your choice.

CLINIC NEWS

New Service Offered for Runners: Video Running Analysis

AROUND CAMPUS

July Promotions in the Hospital Gift Shop
UTMB Bookstore Sale - July

TRAINING OPPORTUNITIES

***NEW** UTMB Police RAD Class: July 28-30

HOT OFF THE PRESS

***NEW** Health System Friday Flash Report - July 22

UPCOMING EVENTS

- 7/26** General Training Review Classroom Sessions
- 7/28** UTMB Endoscopic Sinus & Skull Base Course
- 7/31** FY16 Employee Evaluations Due
- 7/31** Benefits Annual Enrollment – Deadline
- 8/01** Sandy Shoes Fun Run

[View Calendar](#) | [Post Event](#)

[Best Care](#)

[Zika Information for Clinicians](#)

[Patient Safety Net \(PSN\)](#)

[I am UTMB](#)



IMPORTANT NOTIFICATIONS

- ▶ Applicants do not need VPN to access mySTAR from off campus.
- ▶ Everyone except applicants **MUST** use VPN and duo two-factor authentication when logging into mySTAR from off campus. If you have not logged in via VPN before, please [use these instructions](#).
- ▶ If you are applying for scholarships or making a payment for tuition, fees or an admission deposit, you **MUST** use Firefox web browser and a PC (Macs not supported for e-payments).
[Instructions for Paying Admission Deposit](#)
- ▶ Clear your browser cache often to ensure you have the latest updates.



Login to mySTAR

mySTAR is the portal to the official student system of UTMB - Campus Solutions - where all applicant, student and alumni data is maintained.

With mySTAR you can...

- Check admission application status, accept admission offer, and all other application needs
- Check financial aid status, accept financial aid, apply for scholarships and all other financial service needs
- Add a class, drop a class, view class schedule, and all other registration needs
- and much more!

NEWLY ADMITTED STUDENTS

After your official acceptance, you will have full access to all sections of your Student Center in mySTAR. **Please note that the temporarily assigned numeric account provided for application purposes will be deactivated and you will be issued a UTMB-USERS-M account and password.** Please allow 24-48 hours for receipt of this information (via email) once your acceptance has been submitted.

WEB BROWSER SETTINGS

mySTAR users, please allow JavaScript, accept cookies, and turn off pop-up blocking on your browser of choice.

mySTAR is compatible with the following browsers:

- ▶ Firefox 38, 42
- ▶ Internet Explorer 11
- ▶ Google Chrome 43
- ▶ Safari 8, 9

TECHNICAL ISSUES

For all technical issues, please contact the [UTMB Service Desk](#).

- ▶ Toll Free — 1-888-898-2401
- ▶ On Campus — Ext #25200
- ▶ Galveston — 409-772-5200
- ▶ Houston — 281-554-1577
- ▶ Email Request — ishelp@utmb.edu
- ▶ [On-line Request](#)

Menu

Search:

- ▶ My Favorites
- ▶ UTMB Menu
- ▶ Self Service
- ▶ Campus Community
- ▶ Student Recruiting
- ▶ Student Admissions
- ▶ Records and Enrollment
- ▶ Academic Advisement
- ▶ Contributor Relations
- ▶ Set Up SACR
- ▶ Reporting Tools
- ▶ PeopleTools
- [Reporting](#)
- [mySTAR](#)

Faculty Center



Faculty Center

Use the Faculty center to manage all your class related activities.

- [My Schedule](#)
- [Class Roster](#)
- [Grade Roster](#)



My Advisees

Access your advisee roster and view details including academic information, class schedules, degree progress and grades.



Jeffrey Rabek

Faculty Center **Advisor Center** Search

my advisees student center general info transfer credit academics

My Advisees

Select display option:

Link to Photos

Include photos in list

Find |  | 

	Notify	Photo	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>		Jones, Jessica	000208986	View Student Details	
2	<input type="checkbox"/>		Kane, Lana	000135112	View Student Details	
3	<input type="checkbox"/>		Mulder, Fox	000210625	View Student Details	
4	<input type="checkbox"/>		Scully, Dana	000208978	View Student Details	

notify selected advisees

notify all advisees

my advising notes

Jeffrey Rabek

Faculty Center	Advisor Center	Search		
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My Advisees

B

Select display option: Link to Photos Include photos in list

Find View All		
First ◀ 2 of 4 ▶ Last		
	ID 000135112 Name Kane, Lana	<input type="checkbox"/> Notify View Student Details

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notify selected advisees

notify all advisees

my advising notes

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Jeffrey Rabek

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My Advisees

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Jeffrey Rabek

From: pmengles@UTMB.EDU

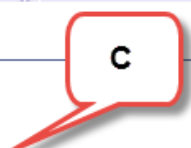
To:

CC:

BCC:

Subject: <From the desk of Jeffrey Rabek>

Message Text:



Jeffrey Rabek

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My Advisees

Select display option:

Link to Photos

Include photos in list

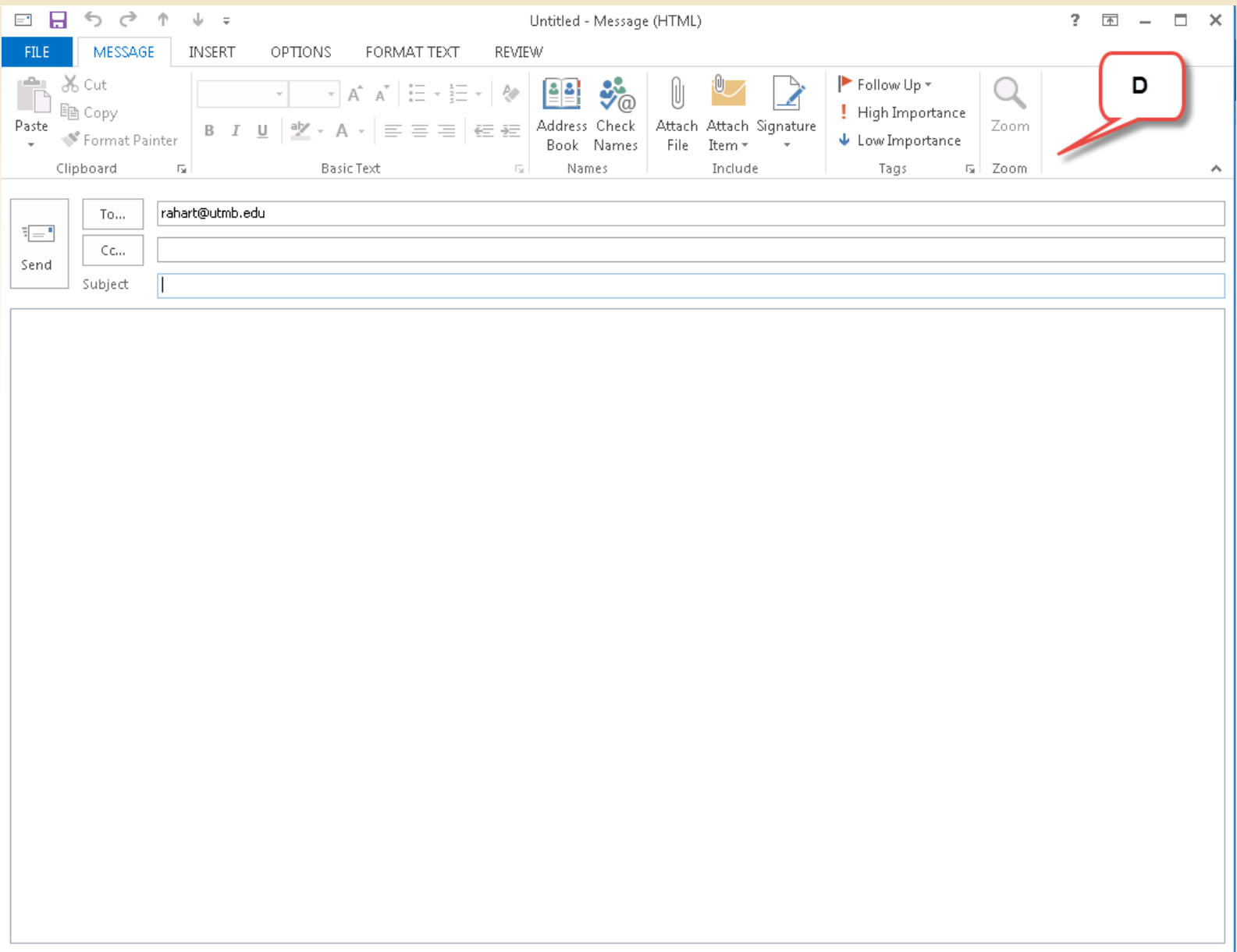
Find |  | 

	Notify	Photo	Name	ID	View Student Details	Advising Notes
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My Advisees

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	transfer credit	academics

Advisee Student Center

Lana Kane

E

*Change Advisee

Academics

- [My Class Schedule](#)
- [Shopping Cart](#)
- [My Planner](#)

other academic... >>

- Academic Requirements
- Advising Notes
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

You are not enrolled in classes.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Immunization Information](#)

Contact Information	
Current Mailing Address	Permanent Address
4586 Cricket Pass College Station, TX 77845 BRAZOS	4586 Cricket Pass College Station, TX 77845 BRAZOS
Mobile Phone 979/450-8421	Campus Email rahart@utmb.edu

Holds

DL Exit Interview

[details](#)

To Do List

No To Do's.

Advisor

Program Advisor

Jeffrey Rabek
409/772-9805

Michael Ainsworth
Michael Boyars
409/772-9805

Cindy Wigg
409/772-9805

Jeffrey Rabek

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My Advisees

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Advising Notes



Lana Kane

*Change Advisee

Use this page to view notes about the selected student. You can see and edit all of the notes for the student, regardless of who created the note or who (if anyone) the primary assignee (contact person) is.



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Advising Notes

F

Lana Kane

Enter an advising note and click Submit when done.

Group Box

*Institution
*Category
*Subcategory
*Assigned To Jeffrey Rabek
*Subject

*Status
*Advisee Access

Format Font Size **B** *I* U abc

[add action item](#)

Attachments

Attached File	Description
<input type="text"/>	<input type="text"/>

[add attachment](#)

Rachel Ellis

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 Advisor Center |
 Search
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 general info |
 transfer credit |
 academics

Advising Notes

This page displays advising notes assigned to you. Use the filters, as needed, to narrow your search results. Also use the column headings in the grid to sort in ascending or descending order. Click the ID to access the detail about a particular note or to add an additional comment to a note.

Filter Notes

Institution	<input type="text"/>	Created By	<input type="text"/>
Category	<input type="text"/>	Created	<input type="text"/>
Subcategory	<input type="text"/>	Last Updated	7 Days
Note Status	Open	Action Items	<input type="text"/>

Personalize Find  First 1 of 1 Last										
Advising Note	Name	Institution	Subject	Category	Subcategory	Assigned To	Created By	Note Status	Action Items	Last Updated
	Hillary Clinton	UTMB-Galveston	Follow up note in TEST	School of Nursing	Follow Up Meeting	Rachel Ellis	Rachel Ellis	Open	None	09/27/2016

[VIEW DATA FOR OTHER STUDENTS](#)

Contact Information

Michael Engles
772-9805

409-

pmengles@utmb.edu

Renee Hart

409-772-9789

rahart@utmb.edu