

To select an individual student, search directly in the **Student Manager** field.



Advisors:

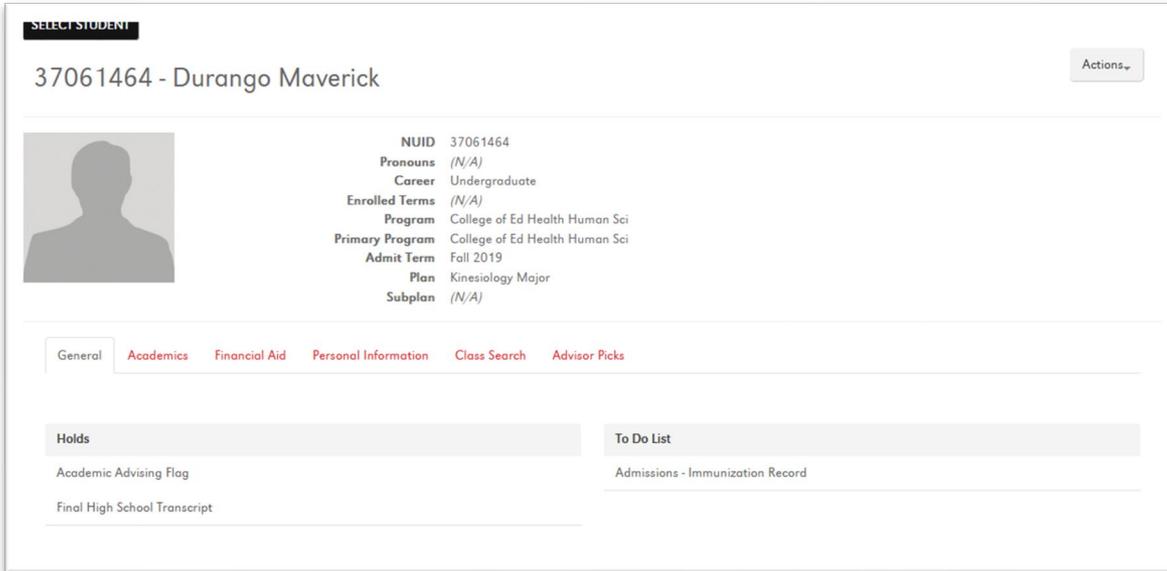
Those with advisees assigned to them in PeopleSoft can also click on the left-hand menu **Student Manager** to pull up a filterable list of their advisees – “**My Advisees**”:

My Advisees Student Search

Filters Program Career Level Major Minor Enrolled Concentration clear all

Student	FERPA Flag	Adv Holds	Current Enrolled	Future Enrolled	Other Holds
NU ID Student Name	No	No	Yes	No	No
NU ID Student Name	No	No	Yes	No	No
NU ID Student Name	No	No	Yes	No	No
NU ID Student Name	No	No	Yes	No	No
NU ID Student Name	No	No	Yes	No	No
NU ID Student Name	No	No	Yes	No	No
NU ID Student Name	No	No	Yes	No	No
NU ID Student Name	No	No	Yes	No	Yes
NU ID Student Name	No	No	Yes	No	Yes
NU ID Student Name	No	No	Yes	No	No

At all times, the student you've selected will display in the top half of the Student Manager Screen, and their data will populate into the tabs in the lower half of the screen.



SELECT STUDENT

37061464 - Durango Maverick Actions



NUID	37061464
Pronouns	(N/A)
Career	Undergraduate
Enrolled Terms	(N/A)
Program	College of Ed Health Human Sci
Primary Program	College of Ed Health Human Sci
Admit Term	Fall 2019
Plan	Kinesiology Major
Subplan	(N/A)

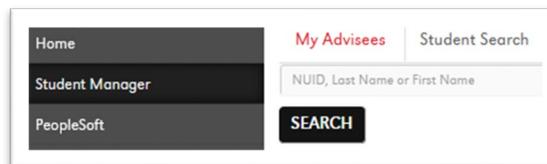
General | Academics | Financial Aid | Personal Information | Class Search | Advisor Picks

Holds | **To Do List**

Academic Advising Flag | Admissions - Immunization Record

Final High School Transcript

To **select a new student**, you can click the “Select Student” button or return to the Student Manager menu on the left-side navigation. Both return you to the initial search page.



Home | My Advisees | Student Search

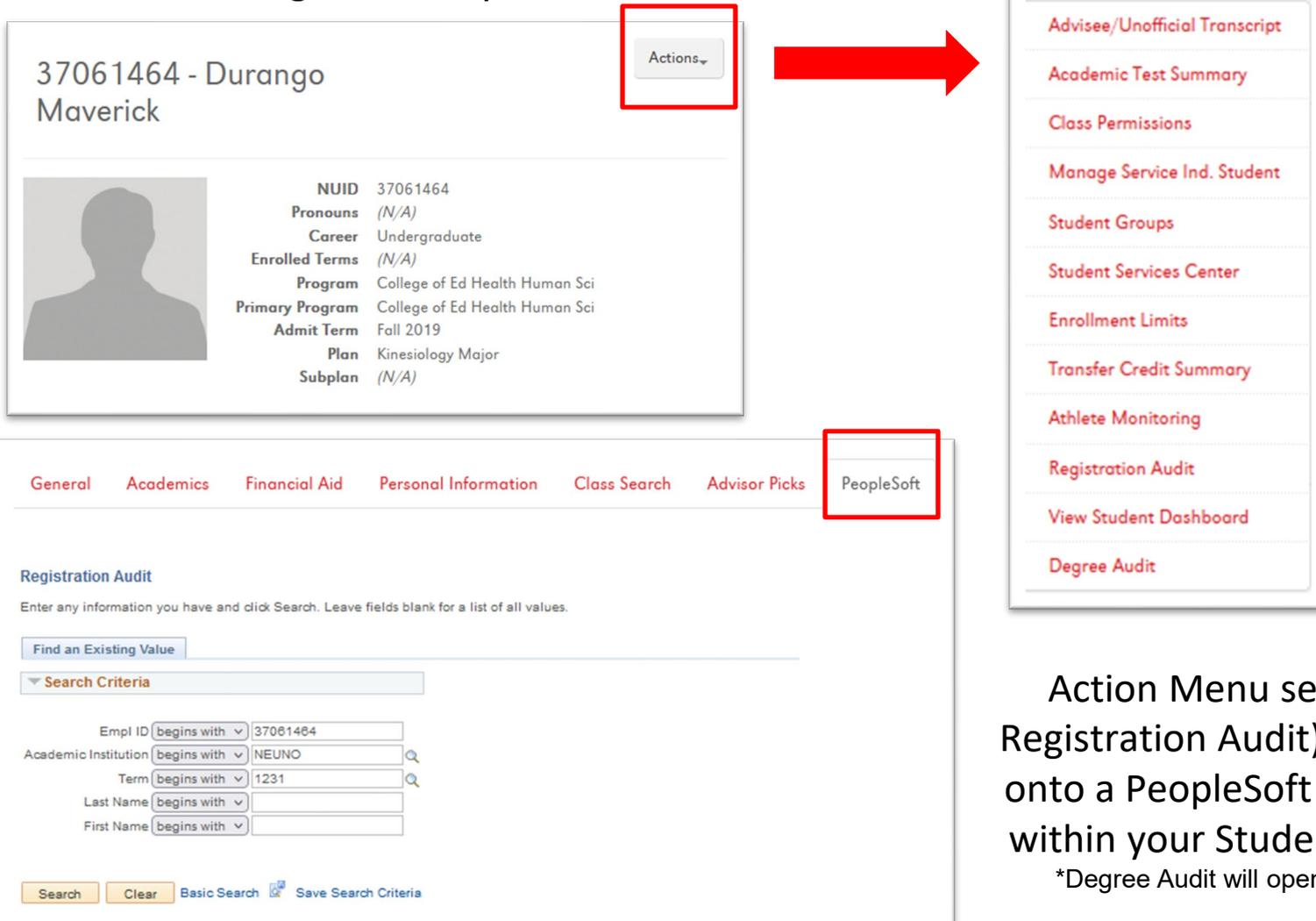
Student Manager

PeopleSoft

NUID, Last Name or First Name

SEARCH

Once you've selected a student within the Student Manager, you'll see an **Actions Menu** button on the right side of your screen.



The screenshot shows the Student Manager interface. On the left, a student profile for '37061464 - Durango Maverick' is displayed. A red box highlights the 'Actions' button in the top right corner of the profile card. A red arrow points from this button to a vertical list of actions on the right side of the screen. The list includes: Advisee/Unofficial Transcript, Academic Test Summary, Class Permissions, Manage Service Ind. Student, Student Groups, Student Services Center, Enrollment Limits, Transfer Credit Summary, Athlete Monitoring, Registration Audit, View Student Dashboard, and Degree Audit. Below the profile, a navigation bar shows tabs for General, Academics, Financial Aid, Personal Information, Class Search, Advisor Picks, and PeopleSoft. The 'PeopleSoft' tab is highlighted with a red box. Below the navigation bar, the 'Registration Audit' section is visible, containing search criteria fields for Empl ID, Academic Institution, Term, Last Name, and First Name, along with search and clear buttons.

NUID	37061464
Pronouns	(N/A)
Career	Undergraduate
Enrolled Terms	(N/A)
Program	College of Ed Health Human Sci
Primary Program	College of Ed Health Human Sci
Admit Term	Fall 2019
Plan	Kinesiology Major
Subplan	(N/A)

- Advisee/Unofficial Transcript
- Academic Test Summary
- Class Permissions
- Manage Service Ind. Student
- Student Groups
- Student Services Center
- Enrollment Limits
- Transfer Credit Summary
- Athlete Monitoring
- Registration Audit
- View Student Dashboard
- Degree Audit

Action Menu selection (ex: Registration Audit) will populate onto a PeopleSoft tab displayed within your Student Manager*.

*Degree Audit will open a new window.

Staff can now view a student’s Shopping Cart and other enrollment data for most recent term(s) on the General tab within the Student Manager.



General
Academics
Financial Aid
Personal Information
Class Search
Advisor Picks

Holds

Academic Advising Flag

Final High School Transcript

To Do List

Admissions - Immunization Record

Shopping Cart

Spring 2023

Class Number	Class	Credits
4172	PEA 111T - 003 YOGA I	(1 credits)

Enrolled Courses

Spring 2023

Class Number	Class	Credits
2176	BMCH 2400 - 001 HUMAN PHYSIOLOGY & ANATOMY I	(4 credits)
4141	BMCH 2400 - 005 HUMAN PHYSIOLOGY & ANATOMY I	(0 credits)

Dropped Courses

Staff can now issue Class Permissions directly in the **Class Search results** or via the **Action Menu** within the Student Manager. Both options open permissions in the PeopleSoft tab, keeping you within the Student Manager as you work with a student.

General Academics Financial Aid Personal Information **Class Search** Advisor Picks

Term: Spring 2023

Subject: History

Catalog Number: 4140 COLONIAL AMERICAN HISTORY

Career: [Dropdown]

Program: [Dropdown]

Location: [Dropdown]

Mode of Instruction: [Dropdown]

Instructor: [Text Box]

Only Open Classes

Meeting Start Time: greater than or equal to [Dropdown]

Meeting End Time: less than or equal to [Dropdown]

Meet on these days: [Dropdown]

Q / Results / HIST4140 COLONIAL AMERICAN HISTORY / Section: 001

HIST-4140: COLONIAL AMERICAN HISTORY (3 hrs)
This course provides a study of the settlement and development of North American British colonies. (Cross-listed with HIST 8140)

Section: 001 **Open** Add Advisor Pick **Class Permissions**

Class Number: 17040

Wait Cap

Type	Lecture
Seats Available	9
Class Max	25
Total Enrollment	19
Students on Waitlist	
Waitlist Available	0
Credit Hours	3
Consent	No Special Consent Required
Session	Regular Academic Session
Date	Jan 23 - May 19
Topic	

Meeting Time(s)

Time	11:30AM - 12:45PM
Location	ARTSCI217
Days	TR
Instructor	John Grigg

Prerequisite(s)

Junior standing or permission of instructor



General Academics Financial Aid Personal Information Class Search Advisor Picks **PeopleSoft**

Permission to Add | Permission to Drop

Course ID: 009881 | Course Offering Nbr: 1
Academic Institution: University of Nebraska Omaha
Term: Spring 2023 | Undergrad
Subject Area: HIST | History
Catalog Nbr: 4140 | COLONIAL AMERICAN HISTORY

Class Section Data

Session 1	Regular Academic Session	Class Nbr 17040	Class Status Active
Class Section 001		Class Type Enrollment Section	
Component Lecture		Instructor Grigg, John Allen	

Student Specific Permissions

Defaults

Expiration Date: 02/19/2023

Permission Valid For

	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1	<input checked="" type="checkbox"/>				

Assign More Permissions Generate Set All Permissions to Issued

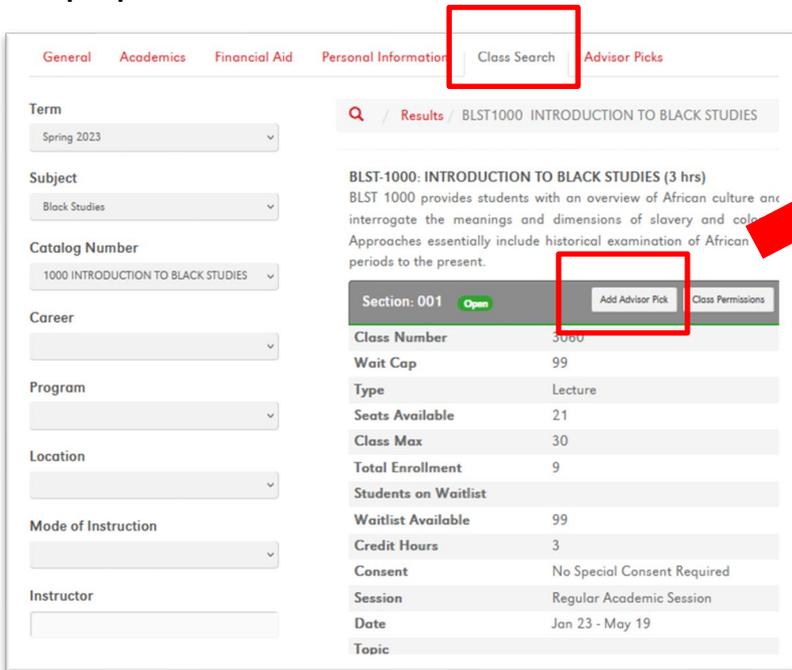
Class Permission Data

Personalize | Find | First 1-10 of 10 Last

General Info | Permission | Comments

Line	Class Nbr	Section	Component	Class Status	Permission Time Period	Action
1	902000			Not Used	01/31/2023	[Edit] [Delete]
2	920700			Not Used	01/31/2023	[Edit] [Delete]
3	394087			Not Used	01/31/2023	[Edit] [Delete]
4	324912			Not Used	01/31/2023	[Edit] [Delete]
5	318285			Not Used	01/31/2023	[Edit] [Delete]
6	316149			Not Used	01/31/2023	[Edit] [Delete]
7	412985			Not Used	01/31/2023	[Edit] [Delete]
8	337176			Not Used	01/31/2023	[Edit] [Delete]
9	277000			Not Used	01/31/2023	[Edit] [Delete]
10	304286			Not Used	01/31/2023	[Edit] [Delete]

Advisor Picks, selected using the **Add Advisor Pick** button on the **Class Search** results are tied to the student selected in the Student Manager and once chosen for the student, populate onto the Advisor Picks tab.



General Academics Financial Aid Personal Information **Class Search** Advisor Picks

Term: Spring 2023

Subject: Black Studies

Catalog Number: 1000 INTRODUCTION TO BLACK STUDIES

Section: 001 **Open** **Add Advisor Pick** Class Permissions

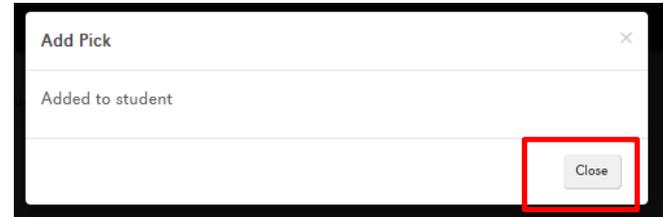
Class Number: 3060
 Wait Cap: 99
 Type: Lecture
 Seats Available: 21
 Class Max: 30
 Total Enrollment: 9
 Students on Waitlist:
 Waitlist Available: 99
 Credit Hours: 3
 Consent: No Special Consent Required
 Session: Regular Academic Session
 Date: Jan 23 - May 19
 Topic:



Add Advisor Pick to Student

Are you sure?

Cancel **Continue**

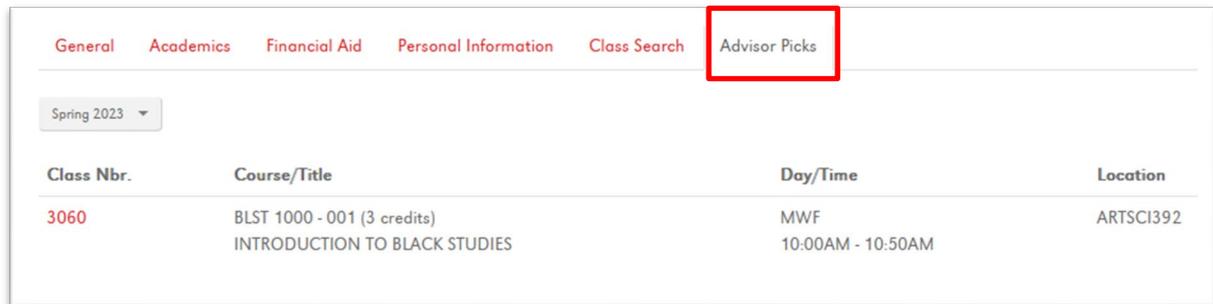


Add Pick

Added to student

Close

View Advisor Picks on Advisor Picks Tab in Student Manager:



General Academics Financial Aid Personal Information Class Search **Advisor Picks**

Spring 2023

Class Nbr.	Course/Title	Day/Time	Location
3060	BLST 1000 - 001 (3 credits) INTRODUCTION TO BLACK STUDIES	MWF 10:00AM - 10:50AM	ARTSCI392