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”:
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.

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

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.
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.
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.

View Advisor Picks on Advisor Picks Tab in Student Manager: