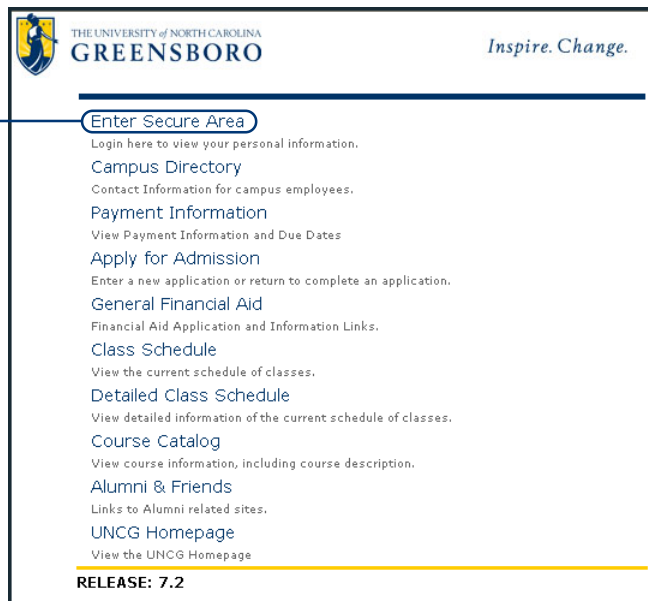STUDENT RECORDS

A. Log In and Navigate to the Advisors Menu

1. Go to the UNCG home page: *www.uncg.edu*

2. Click on the text link 'UNCGenie.'

3. Click on the text link 'Enter Secure Area.'

4. Key in your nine-digit *User ID* number.

5. Key in your six-digit *PIN*umber.

6. Click on the LOGIN button.

A. Log In and Navigate to the Advisors Menu, continued . . .

7. Click on the text link 'Faculty & Advisors.'

8. Click on the text link 'Advisor Menu.'

B. Select the Advisee

1. Click on the text link 'Student Academic Transcript.'

B. Select the Advisee, continued . . .

2. Select the current *Term* or a future *Term* from the pull-down menu.

3. Click on the SUBMIT button.

4. Select an advisee.

>   **a.** Enter the *Student or Advisee ID*
>
>   **OR**
>
>   **b.** Submit a query.
>
>   For a complete list of all advisees assigned to you, key % in the field entry cells. To narrow the search, enter the last name or first name of an advisee.

5. Click the SUBMIT button.

[Note: You will be able to view CAPP compliance for advisees only—not for all students in your classes.]

[Make sure the *Search Type* is set to **Advisees**.]

6. Confirm the advisee.

>   **a.** If you entered the Student or Advisee ID number in step 4, the student's name should appear.
>
>   Click the SUBMIT button.
>
>   **OR**
>
>   **b.** If you submitted a query in step 4, select the advisee from the list.
>
>   Click the SUBMIT button.

STUDENT RECORDS

C. Request the Transcript

1. Select the *Transcript Level* from the pull-down menu.

2. Select the *Transcript Type* from the pull-down menu.

3. Click on the DISPLAY TRANSCRIPT button.

D. Exit UNCGenie

1. Exit the system by clicking on the text link 'Exit' in the top right corner of the screen.