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 number.
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.

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.
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.