



New AUBsis Student Profile Guide

Accessing the new AUBsis Student Profile

Where to go

To access the Banner XE student Profile:

1. Click AUBsis link at AUB website
2. Login as student using your NetID credentials (email user name and password) by choosing the following page link: “Login as student”



Login to AUB

Enter your Username and Password

Username:

abc123

Password:

Warn me before logging me into other sites.

LOGIN clear

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!



Viewing Student Profile through the new AUBsis student Profile

The *Student Profile* contains a wealth of information about a student on a single page. Advisors also have access to the student profile.

This landing screen comes on top of the current AUBsis student menu and acts as a one stop shop where are personal and academic information are viewable and accessible at one glance.

Information available from the Student Profile includes but not limited to:

- Student Photo
- Student name and ID
- Basic biographic and demographic information
- General information about the student (level, classification, student status, residency)
- Academic advisor details
- Curriculum details
- Class schedule (the Registered Courses list only includes active registrations)
- Prior education details (including institutions attended and degrees earned) and Test Scores
- Academic Standing
- Overall earned hours and GPA
- A Registration Notices section, which displays information about items that could impact a student's ability to register for the term
- In addition to the old AUBsis menu that the students used to have such as financial aid, Moodle, Answer surveys, etc.

Navigating Your Profile

The screenshot displays the AUBsis Student Profile interface. At the top, a navigation bar shows the user's name (Nathan F. Domitrovich), a Sign Out button, and a Notifications icon. Below this, a status bar indicates the current term (Spring Semester 2017), standing (Good Standing), and overall hours (0). The main content area is divided into several sections:

- Student Information:** Includes bio information (Email: nicholas.allen@umontana.edu), general information (Level: Undergraduate, Class: Freshman, Status: Active student), and graduation information.
- Advisors:** Lists the Primary/Professional Advisor as Domitrovich, Nathan Francis.
- CURRICULUM & HOURS:** A table with columns for Primary, Secondary, and Hours. It lists details such as Degree (no degree), Level (Undergraduate), Program (Arts & Sci. Advising Programs), College (College Humanities & Sciences), Major (Undeclared), Department (Not Provided), Concentration (Not Provided), Minor (Not Provided), Admit Type (Freshman-Nontraditional), Admit Term (Autumn Semester 2016), and Catalog Term (Autumn Semester 2016).
- REGISTERED COURSES:** A section showing the current registration status (Not Registered) and a summary of hours: Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available.

First of all, make sure that the correct term is selected in the top right hand corner. The portal will dynamically display the courses registered for the selected term.

Below are the descriptions for the screenshot:

1. Curriculum and Courses- Displays curriculum information for the student's primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below

- A. Primary Degree Tab
- B. Secondary Degree Tab
- C. Hours Earned

2. Prior Education and Testing- Displays High School and Post-Secondary information as well as any Placement testing and cores

3. Academic Transcript- Link to unofficial web transcript

4. Student Schedule- Link to student's concise schedule for selected term

5. Week at a Glance- Link to student's week at a glance schedule for the selected term

6. Student Information- Displays general information about student and their academic criteria

7. Notes Tab- Select this tab to add advising notes for the student

8. Registration Notices- Displays term selected Academic Standing, Student Status, Enrollment Status, and the student's registration PIN

9. Holds- Displays any holds associated with the student for the selected term

Registration Notices: 4 | Holds: 0

- ✓ **Overall Academic Standing**
Exclusion Readmit
Permits Registration
- ✓ **Student Status**
Active student
Permits Registration
- ✓ **Enrollment Status**
Permits Registration
- Time Tickets**
Not Provided - Student may register at any time.

- A summary of active Holds:

Registration Notices: 4 | Holds: 2

- Business Office** ▲
Reason: *Deferred Payment Due*
Processes Affected: *Registration, Transcript, Graduation, Grades*
- Records Hold** ▲
Reason: *Proof of MS Residency*
Processes Affected: *Registration, Transcript, Graduation, Grades*

Standing: Good Standing, as of Fall 2016

Student Information **Notes: 2**

+ New Sort ▼

11/14/2016

Release Holds for Advisor Hold.

Michael, Mark David

Release Hold Comment ▼

11/14/2016

Release Holds for Advisor Hold.

Michael, Mark David

Release Hold Comment ▼

Adding Notes to Advisor

To Add a note to the advisor, select the Notes Tab and then “+ New”

1. Type the Note in the Text Box area
2. Select a relevant category
3. Select a Contact Type
4. When finished click “Post Note”

Note that this is not meant to be for chatting, it is typically used by advisors to drop important notes to your academic record. You can view any notes posted for your advisee under the Notes Tab.

Student Information **Notes: 1**

+ New Sort ▼

Category ▼ *

Contact Type ▼

Viewable By:

Advisor Student Faculty

Cancel Post Note