



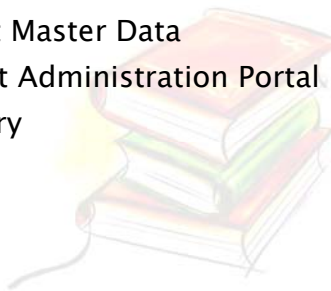
Student Records CM_AD_310



Course Content



- Introduction
- Unit 1 – Student File vs. Student Master Data
- Unit 2 – Student File
- Unit 3 – Student Master Data
- Unit 4 – Student Administration Portal
- Course Summary



Learning Objectives



This course primarily covers tasks handled in the IRIS R/3 production environment and upon completing this course, you will be able to:

- ◆ Understand the difference between Student File and Student Master Data
- ◆ Create/activate/inactivate holds
- ◆ View progression results
- ◆ Create/change student addresses
- ◆ Create/change advisor
- ◆ Create related person
- ◆ View student records via myUK Portal



Prerequisites and Roles



• Prerequisites

- ◆ UK_100 IRIS Awareness & Navigation
- ◆ CM_200 Student Lifecycle Management Overview

• Roles

- ◆ Student Lifecycle Management End Users
- ◆ Admission/Registrar Office



Student Records



- In order to access student records, you need:
 - ♦ To complete the CM_AD_310 Student Records course and pass the assessment
 - ♦ To be designated as a person with the responsibility to view, create, and change student records
 - ♦ To sign a Statement of Responsibility (SOR) form located at <http://www.uky.edu/IRIS>
 - If you have signed your SOR in the past, you do not need to sign it again
- If you do not have access, please work with your college contact to get this access assigned
 - ♦ The college contact list is located at <http://www.uky.edu/IRIS/CM/cm-group.html>

Student Records



- Student records may be accessed using either **IRIS R/3** or **myUK Student Administration Portal**
- Examples include:

<i>myUK Student Administration Portal</i>	IRIS R/3
Inactivate Advisor holds only	Activate/inactivate all holds
Change addresses	Create/change addresses
View/print student schedule	Create/change advisors
View/print class rolls	View external transcripts/tests
View/print unofficial transcripts	View/create/change program of study, majors, minors, etc.
Book students	View progression results
Grade students	View requirement catalogs
Override course restrictions	View/create/change status



Student File vs. Student Master Data

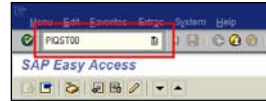
- Accessing PIQST00
- Student File vs. Student Master Data
- Searching for a Student
- FERPA Warning
- Navigation Between Student File and Student Master Data

PIQST00



- In production, use one of the following methods to access **PIQST00** which contains both **Student File** and **Student Master Data** records

- ♦ Enter **PIQST00** in the command field and press **Enter**



- ♦ Add **PIQST00** to your favorites (preferred by most users)



- ♦ Use the menu path, **Student Lifecycle Management** → **PIQST00 Student File**



Student File vs Student Master Data

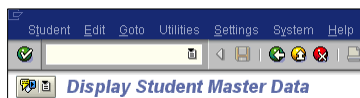


Student File



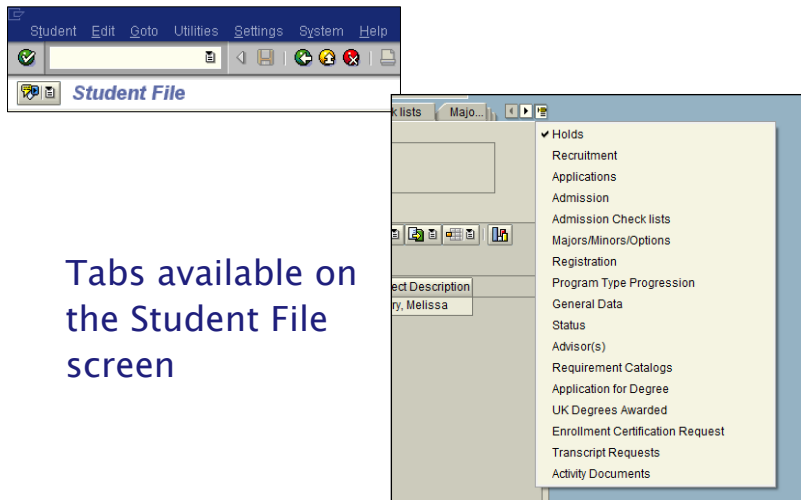
The **Student File** screen provides information about the student's relationship with the University, such as admission, registration, module appraisals (grades), etc.

Student Master Data



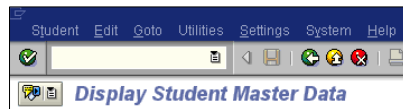
The **Student Master Data** screen provides information about the student, such as personal data, addresses, visa/residence data, etc.

Student File

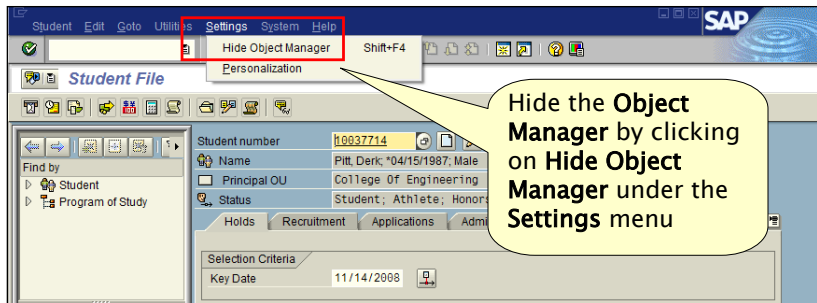


Tabs available on the Student File screen

Student Master Data



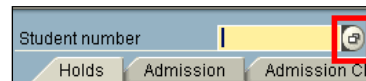
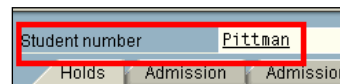
Tabs available on the Student Master Data screen



- When you first access **PIQST00**, the screen will display with the **Object Manager** showing
- Using the **Object Manager** to search for a student can be very slow, so it is recommended to hide the **Object Manager**

Searching for a Student

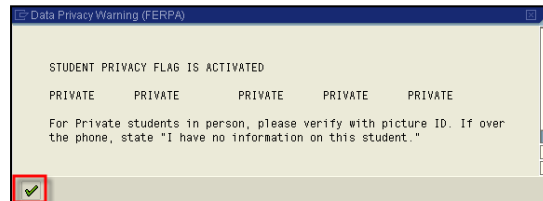
- There are three ways to search for a student on **PIQST00**
 - ♦ Type the last name of the student into the **Student Number** field
 - ♦ Enter a partial name by using the * asterisk as a wild card search:
 - *Pitt*
 - ♦ Click on the **Possible Entries** icon to the right side of the student number field to open a search box



FERPA Warning



- When you open a student's records, a pop up window containing the FERPA warning will appear if the student has placed a privacy flag on the records
- To move past the warning, click on the **Continue** icon

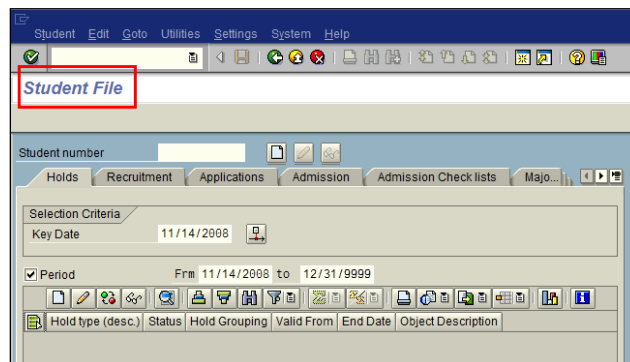


- For more information on FERPA and how it affects student records, refer to your CM_200 course material or check with your Dean's office

Student File → Student Master Data



- When you initially open the PIQST00 transaction, the **Student File** screen will display



- For basic information regarding these screens, refer to your CM_200 course material

Student File → Student Master Data



- To go from **Student File** to **Student Master Data**, click on the **Display** icon

Student File

Student number	10026113	[Display]
Name	Pitt, Dirk; *01/01/1980; Male	
Prncpl Org Unit	College Of Engineering	

Display Student Master Data

Account Balance	Account Data	[Print]
07/20/2006		
Student number	10026113	[Display]
Name	Pitt, Dirk; *01/01/1980; Male	
Prncpl Org Unit	College Of Engineering	

Student Master Data → Student File



- To go from **Student Master Data** to **Student File**, click on the **Back** icon

Display Student Master Data

Account Balance	Account Data	[Print]
01/08/2008		
Student number	10037714	[Display]

Student File

Student number	10037714	[Display]
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Student File

- Majors/Minors/Options
- Registration & Program of Study
- Requirement Catalogs
- Program Type Progression & Progression Results
- Holds
- Status
- Advisor(s)
- Degree Application
- Student Notes

Remember the Key Date field!



Selection Criteria
Key Date 07/16/2008

- The **Key Date** is the date as of which IRIS displays, processes, or creates student data
 - ♦ The **Key Date** determines what data you see for a student
 - ♦ If you use the **current date**, IRIS will show you what is current for the student
 - ♦ You can enter a date directly into the **Key Date** field
- Refer to CM_200 course material to review how to change the Key Date

Holds



- The **Holds** tab is the default tab on the **Student File**
- It allows you to view, activate, or inactivate holds

Student File

Student number: 10037714
Name: Pitt, Derk; *04/15/1987; Male
Principal OU: College Of Engineering
Status: Student; Athlete; Honors Prg; ROTC; Resident

Selection Criteria
Key Date: 11/14/2008

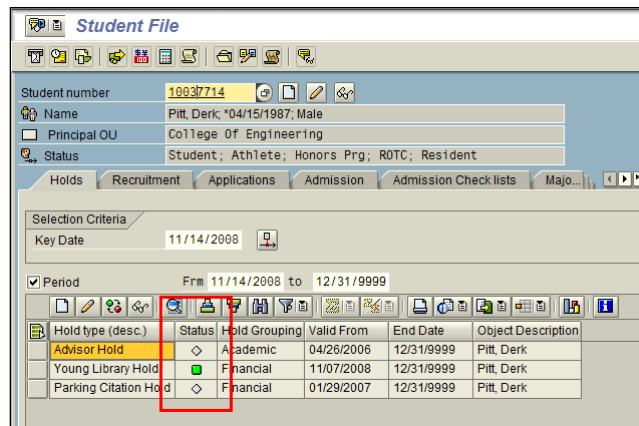
Period: From 11/14/2008 to 12/31/9999

Hold type (desc)	Status	Hold Grouping	Valid From	End Date	Object Description
Advisor Hold	◇	Academic	04/28/2006	12/31/9999	Pitt, Derk
Young Library Hold	◇	Financial	11/07/2008	12/31/9999	Pitt, Derk
Parking Citation Hold	◇	Financial	01/29/2007	12/31/9999	Pitt, Derk

Holds



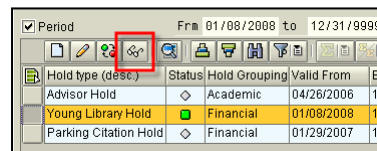
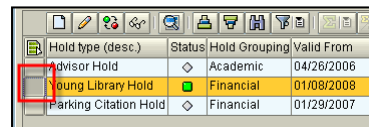
- The **Status** indicator lets you know if the hold is active (green square) or inactive (gray diamond)



Holds



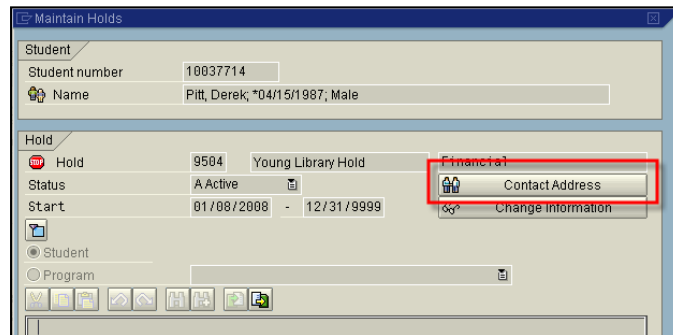
- Students can see information regarding their holds in the **myUK Portal**
- To view Hold contact information, click on the **Select** icon to the left of the hold
- Click the **Display** icon to open the hold record



Holds



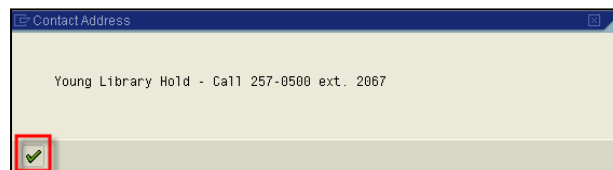
- The **Maintain Holds** window will appear
- To see contact information to remove the hold, click on the **Contact Address** button



Holds



- The **Contact Address** window will appear with contact information for the selected hold

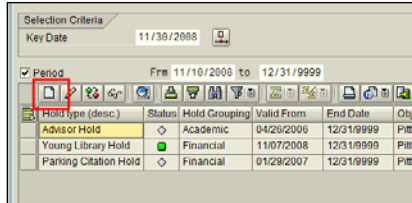


- Click on the **Continue** to return to the previous screen

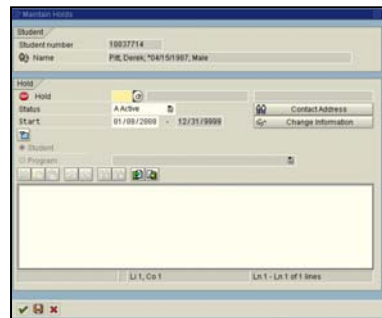
Holds - Create



- To place a new hold on a student record, click on the **Create** icon located on the **Holds** tab



- The **Maintain Holds** screen will appear



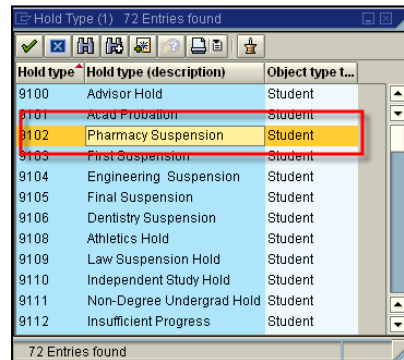
Holds - Create



- Click on the **Possible Entries** icon in the **Hold** field to view the list of eligible Hold types



- Double-click on the appropriate Hold
 - You can sort the hold type list by clicking on the **Hold Type (description)** column heading



Holds - Create



- The current date will default as the **Start** date, but may be changed as needed
- Click on the **Save** icon

Holds - Deactivate



- Use the **myUK Portal** to deactivate Advisor Holds
 - ♦ See the CM_WP_310 Advising course at http://myhelp.uky.edu/rwd/HTML/CM/CM_WP_310.html
- To deactivate other holds:
 - ♦ Click on the **Select** icon to the left of the hold you want to deactivate
 - ♦ Click on the **Active** \leftrightarrow **Inactive** icon

Hold type (desc.)	Status	Hold Grouping	Valid From	End Date	Object Description
Advisor Hold	◇	Academic	04/26/2006	12/31/9999	Pitt, Derek
Young Library Hold	◇	Financial	07/16/2006	12/31/9999	Pitt, Derek
Parking Citation Hold	◇	Financial	01/29/2007	12/31/9999	Pitt, Derek

Hold - Deactivate



- The current date will default as the **Start** date, but may be changed as needed
- Click on the **Save** icon

Maintain Holds

Student
Student number: 10037714
Name: Pitt, Derek *04/15/1987, Male

Hold
Hold: 9511 Parking Citation Hold Financial
Status: Inactive
Start: 01/29/2007 - 12/31/9999
Contact Address
Change Information

Student
Program

Ln 1, Co 1 Ln 1 - Ln 1 of 1 lines

Save icon

Majors/Minors/Options



- Majors, Minors, Options, Specialties, and Sub-specialties may be viewed on the **Majors/Minors/Options** tab

Status Student; Athlete; Honors Prg., ROTC, Resident

Applications Admission Admission Check lists **Majors/Minors/Options** Re...

Selection Criteria
 All programs
 Program: BSBAE-EN; BS in Biosystems & Agricultural Engr
Key Date: 11/14/2008

Acad. Specializations Acad. Specializations Acad. Specializations

Program	Group cat.	Prio.	Module Group (Description)	Start Date	End Date
BSBAE-EN	Major	1	Biosystems & Agricultural Engr	01/23/2007	12/31/9999

Majors/Minors/Options



- The **Key Date** is very important on this tab
 - ♦ If you know a major exists, but you cannot see it, it may be due to the major having a later date than the one in the **Key Date** field
 - ♦ Delete the **Key Date** and press **Enter**

Program	Group cat.	Prio.	Module Group (Description)	Start Date	End Date
BSSAE-EN	Major	1	Biosystems & Agricultural Engr	01/23/2009	12/31/9999

Majors/Minors/Options



- Each Program of Study must have a major
- There should only be one Priority 1 major unless...
 - ♦ The majors are effective at different time periods (no overlap)
 - ♦ The majors are in different programs of study, even if the time periods overlap
- To see a history of changes in a student's major **within** a particular program, make sure the program is displaying in the **Program** field
 - ♦ You may need to change or delete the Key Date

Registration



- The **Registration** tab will be populated automatically by the admission process, and for each continuous semester in which the student is enrolled

Program	Status	Acad. Year (Desc.)	Session	Valid From	Valid To	Stage	Reason
BSBAE-EN	✓	Acad Year 2008-2009	Spring Semester	01/14/2009	05/09/2009		
BSBAE-EN	✓	Acad Year 2008-2009	Fall Semester	08/27/2008	12/19/2008		
BSBAE-EN	✓	Acad Year 2007-2008	Spring Semester	01/09/2008	05/03/2008		
BSBAE-EN	✓	Acad Year 2007-2008	Fall Semester	08/22/2007	12/14/2007		
BSBAE-EN	✓	Acad Year 2006-2007	Spring Semester	01/10/2007	05/04/2007		
BSBAE-EN	✓	Acad Year 2006-2007	Fall Semester	08/23/2006	12/15/2006		
BSBAE-EN	✓	Acad Year 2005-2006	Spring Semester	01/11/2006	05/05/2006		
BSBAE-EN	✓	Acad Year 2005-2006	Fall Semester	08/24/2005	12/16/2005		

Registration



- Registrations may have various statuses

Program	Status	Acad. Year (Desc.)	Session	Valid From	Valid To	Stage	Reason (De
BSBAE-...	✓	Acad Year 2006-2007	Summer Session 2	06/07/2007	08/02/2007		
BSBAE-...	✗	Acad Year 2006-2007	Summer Session 1	05/08/2007	06/05/2007		Health With
BSBAE-...	✓	Acad Year 2006-2007	Spring Semester	01/10/2007	05/04/2007		
BSBAE-...	✓	Acad Year 2006-2007	Fall Semester	08/23/2006	12/15/2006		
BSBAE-...	✓	Acad Year 2005-2006	Spring Semester	01/11/2006	05/05/2006		
BSBAE-...	✓	Acad Year 2005-2006	Fall Semester	08/24/2005	12/16/2005		

Registration



- Several registration processes are recorded on this tab

Change of Program



- ♦ Move student from one Program of Study to another when the major belongs to a different degree (i.e., change from BA-AS to a BBA-BE)
- ♦ Suspend from College and move to another Program of Study

Program of study	Status	Acad. Year (Desc)	Session	Valid From	Valid To	Stage/Read
BBA-BE	✓	Acad Year 2008-2009	Spring Sem...	01/14/2009	05/09/2009	
BBA-BE	✓	Acad Year 2008-2009	Fall Semester	08/27/2008	12/19/2008	
BBA-BE	✓	Acad Year 2008-2009	Fall Semester	08/27/2008	12/19/2008	
BSFOS-AG	✓	Acad Year 2007-2008	Spring Sem...	01/09/2008	05/03/2008	
BSFOS-AG	✓	Acad Year 2007-2008	Fall Semester	08/22/2007	12/14/2007	

- ♦ Information regarding changing program and majors is provided in the CM_AD_340 Program of Study and Majors course

Registration



Leave of Absence - Registrar's Office

- ♦ Student withdraws after classes begin (Health, Financial, etc.)

Progr...	Status	Acad. Year (Desc)	Session	Valid From	Valid To	Reason (Description)	R
BBA-BE	✓	Acad Year 2008-2009	Spring Se...	01/14/2009	05/09/2009		
BBA-BE	✓	Acad Year 2008-2009	Fall Semes...	08/27/2008	12/19/2008	Health Withdraw 50%	

De-Registration - Registrar's Office



- ♦ Student Graduates
- ♦ Student doesn't return to UK
- ♦ Student cancels registration before semester begins
- ♦ University Suspension

Program	Program (Desc.)	Status	Sits Long Text	ActMy (desc.)	Reason (Description)	Valid
BS-AS	Bachelor of Science	De-registered	Withdrawal from Program	Eligible - did not return	08/14/2008	

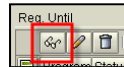
Registration



- To view the details of a registration, click on the **Select** icon to the left of the registration row

Program	Status	Acad. Year (Desc.)	Session	Valid From	Valid To	Stage	Reason	Part Tim
BBA-BE	✓	Acad Year 2002-2003	Spring Semester	01/15/2003	05/09/2003			
BBA-BE	✓	Acad Year 2002-2003	Fall Semester	08/28/2002	12/20/2002			

- Click on the **Display** icon



- View the registration

- Click on the **Continue** icon to close the **Sessional Registration** window



Program of Study



- If the student is currently enrolled, the current Program of Study should display in the **Program** field on the **Registration** tab

Selection Criteria

All programs

Program 10420531 BSBAE-EN; BS in Biosystems & Agricultural Engr

New program

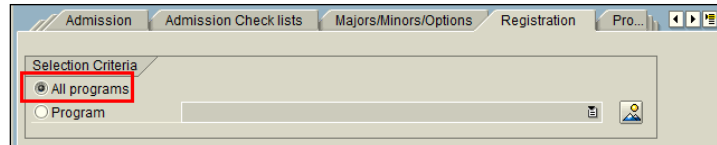
Registration Leave of Absence Change of Program De-registration

Reg. From 08/24/2005 Initial Registration

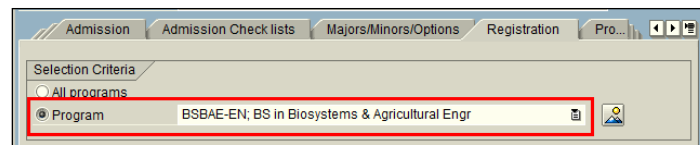
Program of Study



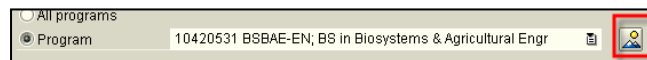
- In the **Selection Criteria** section:
 - ♦ Choosing the **All Programs** radio button will display all programs in which the student is or has been registered



- ♦ Choosing the **Program** radio button will display details for a specific program



Program of Study



- By clicking on the **Program Overview** icon, all program(s) in which the student is still enrolled, as well as any programs in which the student has de-registered will be displayed
- The **Valid From** and **End Date** for each program is displayed

Program	Program (Description)	Status	Status Long Text	Act..	Rea.	Valid From	End Date
BSBAE-EN	BS in Biosystems & Agricultural E...	Student				08/24/2005	12/31/999
BSBAE-EN	BS in Biosystems & Agricultural E...	Admitted Applicant				08/24/2005	12/16/200

Program of Study



- Main vs. Additional Program of Study
 - ♦ When a student has more than one program of study at the same time, only one of the programs shall be the **Main** program
 - ♦ All other programs should be designated as **Additional** programs
 - ♦ By viewing the details of a session for a program, you can view whether the program is **Main** or **Additional**

Registration Data

Registration Status: 1 Attending

Main program Addit'l program

Registration type: 01 Regular Student

Program of Study



- To view the next Program of Study:
 - ♦ Click on the **Drop-down List** icon at the end of the **Program** field
 - ♦ Select the next program to populate the **Program** field

Selection Criteria

All programs

Program

10420653 BSAE-EN; BS in Agricultural Engineering

10420531 BSB AE-EN; BS in Biosystems & Agricultural Engr

10420534 BS CHE-EN; BS in Chemical Engineering

10420653 BSAE-EN; BS in Agricultural Engineering

New program

Registration Leave of Absence Change of Program De-registration

Reg. From: 01/09/2008 Initial Registration

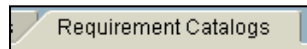
- ♦ **Note:** If multiple Academic Sessions are displayed for this program, highlight the row for the current session, then click on the **Display** icon

Program	Status	Acad. Year (Desc.)	Session
BSBAE-EN	✓	Acad Year 2006-2007	Spring Semester
BSBAE-EN		Acad Year 2006-2007	Fall Semester

Requirement Catalogs



- The **Requirement Catalogs** tab lists **Audit Types**



- The following **Audit Types** will automatically be set via an admission workflow process:
 - College Requirements
 - Major Requirements
 - USP Requirements
 - Graduation Requirements

M...	Audit Type	Audit Type (Desc.)	Catalog	Catalog	Requirement Catalog (Desc.)	Version	Catalog Version	V...
	9000	University of Ken...		0001	University Studies Program	822	2006-10 Fall	01
	9000	University of Ken...		0003	College Requirements	822	2006-10 Fall	01
	9000	University of Ken...		0004	Major 1	822	2006-10 Fall	01

Requirement Catalogs



- The information on this tab lets APEX know from which Bulletin to pull the requirements for the student
 - A student could be admitted to Fall 07, so his USP and Graduation catalog is Fall 07.
 - However, if the student changes majors in Spring 09, the major will have a different catalog of Spring 09 while the USP requirements are still pulled from Fall 07

Main	Aud...	Audit Type	Cata...	Cata...	Requirement Catalog	Ver...	Version	Valid From	End Date
<input checked="" type="checkbox"/>	9000	University ...	<input type="checkbox"/>	0001	University Studies Pr...	822	2006-10 Fall	11/30/2008	12/31/999
<input type="checkbox"/>	9000	University ...	<input type="checkbox"/>	0004	Major 1	813	2009-30 S...	11/30/2008	12/31/999
<input type="checkbox"/>	9000	University ...	<input type="checkbox"/>	0002	Graduation Require...	813	2009-30 S...	11/30/2008	12/31/999
<input type="checkbox"/>	9000	University ...	<input type="checkbox"/>	0003	College Requirements	813	2009-30 S...	11/30/2008	12/31/999

Requirement Catalogs



- Requirement Catalogs are automatically updated when:
 - ♦ A student changes programs and/or majors
 - ♦ A student adds an additional major or minor
- **Valid To and From dates** are extremely important when maintaining catalog assignments!

Catalog	Requirement Catalog (Desc.)	Version	Catalog Version	Valid From	End Date
0001	University Studies Program	822	2006-10 Fall	08/24/20...	12/31/9...
0003	College Requirements	822	2006-10 Fall	08/24/20...	12/31/9...
0004	Major 1	822	2006-10 Fall	08/24/20...	12/31/9...

Requirement Catalogs



- Select the appropriate **Program of Study**

Selection Criteria

Program: BSA-BE: Bachelor of Science in Accounting

Key Date: BSA-BE: Bachelor of Science in Accounting

BSBAE-EN; BS In Biosystems & Agricultural Engr

- Delete any information in the **Key Date** field

Selection Criteria

Program: BSA-BE, Bachelor of Science in Accounting

Key Date:

Requirement Catalogs



- A list of **Audit Types** assigned to this student in this Program of Study is displayed

Selection Criteria				
Program		99300372 BA-AS; Bachelor of Arts		
Key Date				
Audit Type	Audit Type (Desc.)	Catalog Version	Valid From	End Date
9000	University Studies Pgm	2007 Fall	05/04/2006	12/31/9999
9005	Graduation Requirements	2007 Fall	05/04/2006	12/31/9999
9010	College Requirements	2007 Fall	05/04/2006	07/24/2006
9015	Major 1	2007 Fall	05/04/2006	07/24/2006

- These Catalog Assignments will remain active until the high date (12/31/9999) or until a change is made to the end dates

Program Type Progression



- The **Program Type Progression** tab contains
 - ♦ Academic Honors (Dean's List, etc.)
 - ♦ Academic Standing (Probation, Suspension, etc.)
 - ♦ Progression Classification (Freshman, Sophomore, etc.)

Status Student: Athlete; Honors Prg; ROTC; Resident					
Registration Program Type Progression General Data Status Advisor(s)					
Selection Criteria					
Key Date		11/14/2008			
Progression Results					
Program Type					
Prog. type	Prog. Category (Description)	Prog. result (desc)	Result Sts	From Date	To D
Undergraduate	Academic Honors	No Academic Honors	Final	01/01/1900	12/1
Undergraduate	Academic Standing	Good Standing	Final	05/06/2006	12/1
Undergraduate	Academic Standing for Financial Aid	Passed	Final	05/06/2006	12/1
Undergraduate	Progress Classification	Undergrad - Freshman	Final	05/06/2006	12/1

Progression Results



Dates are very important when interpreting progression results

- **Key Date** – progression results are displayed as of the date displayed in the Key Date field; changing the key date will cause the progression values that are current on the key date selected to be displayed in the progression results area
- **Valid From** – displays the date the progression results become valid
- **Valid To** – displays the date through which the results are valid; the most recent progression results will show the date 12/31/9999
- **Check From Date** – displays the date from which the academic work was checked
- **Check To Date** – defines the date up to which academic work was checked

Progression Results



- If needed, change the **Key Date** field to include the dates you wish to view and click on the **Continue** button

Selection Criteria	
Key Date	11/30/2006

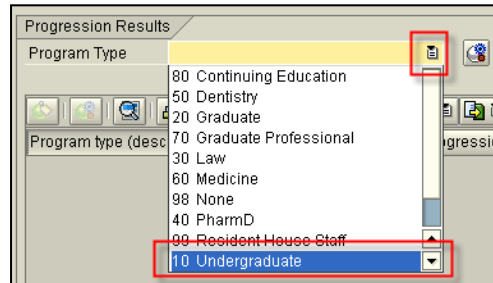
- Choices include:
 - ◆ Today
 - ◆ Start of Year – Academic Year and Session
 - ◆ Key Date – Defaults to current date
 - ◆ Start of Current Academic Year

Define User-Specific Key Date	
Period	11/30/2006
Today	11/30/2006
Start of Year	2007 Acad Year 2006-2007 Session 30 Spring Semester
Key Date	11/30/2006
Start of Curr Yr	Acad Year 2006-2007
<input type="checkbox"/> Save as Default Setting	

Progression Results



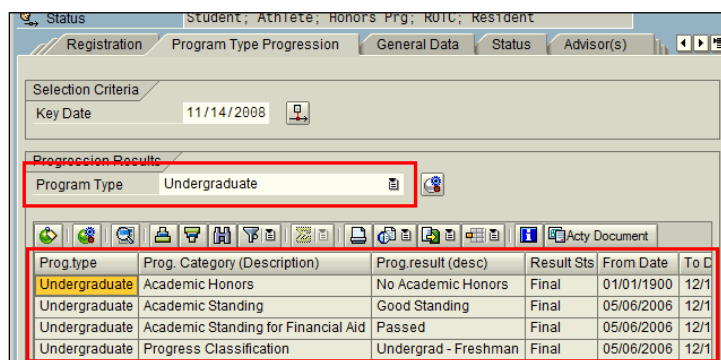
- To be more specific in what you view, choose the appropriate program type by clicking on the **Drop-down List** icon in the **Program Type** field



Progression Results



- The student's progression results will display as specified



Status



- Statuses will be created in an active status
- Date created will default to current date (note - you may manually change to desired date) and end date of 12/31/9999
- **NOTE!** If a student changes a status (for example, is no longer an athlete), the status must be ended
 - ♦ The end date must be changed from 12/31/9999 to the appropriate end date
 - ♦ If this is not changed, the status will always remain on the student record

Status



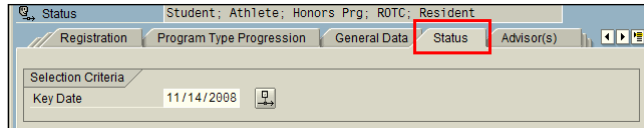
Status (Description)	Status	Valid From	End Date	Object Description	Status
Attending	◇	01/14/2008	12/19/2008	BS in Biosystems & Agricultural Engr	System
Attending	◇	01/14/2009	05/09/2009	BS in Biosystems & Agricultural Engr	System
Student	◇	01/14/2008	12/31/9999	BS in Biosystems & Agricultural Engr	System
De-registered	◇	01/14/2008	12/31/9999	BS in Biosystems & Agricultural Engr	System
Attending	■	01/14/2008	12/19/2008	Bachelor of Science in Accounting	System
Attending	■	01/14/2009	05/09/2009	Bachelor of Science in Accounting	System
Student	■	01/14/2008	12/31/9999	Bachelor of Science in Accounting	System
Athlete	■	01/29/2006	12/31/9999	Pitt, Derk	Custo
Honors Program	■	01/25/2007	12/31/9999	Pitt, Derk	Custo
ROTC	■	01/25/2007	12/31/9999	Pitt, Derk	Custo
Acct Data Not Updated	◇	02/10/2007	12/31/9999	Pitt, Derk	System

- In the **Status** column:
 - ♦ The green square indicates an active status
 - ♦ The gray diamond indicates an inactive status

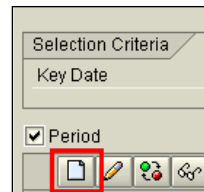
Status – Create



- Go to the **Status** tab



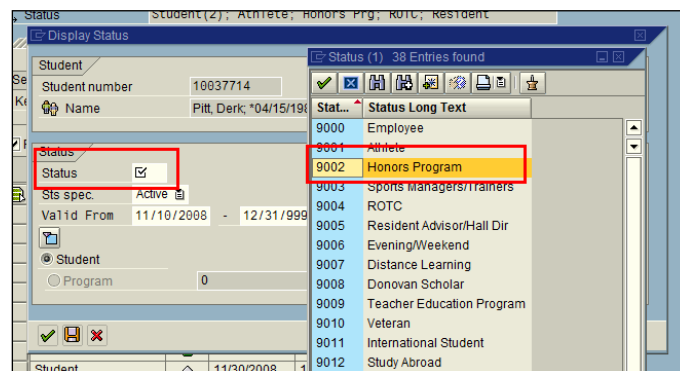
- Click on the **Create** icon located on the **Status** tab



Status – Create



- Enter the **Status** code or click on the **Possible Entries** icon to search the list of possible student statuses
- Double-click on the status to select



Status – Create



- Click on the **Save** icon to save the status

Display Status

Student

Student number 10037714

Name Pitt, Derk, *04/15/1987; Male

Status

Status 9002 Honors Program Honors Program

Sts spec. Active

Valid From 11/10/2008 - 12/31/9999

Change Information

Student

Program 0

Status – Change



- To view a specific status, click on the **Select** icon to the left of the appropriate line

Status (Description)	Status	Valid From	End Date	Object Description	Status Ind. Category
Employee	█	07/12/2006	12/31/9999	test, test	Customer Status

- Click on the **Change** icon located on the **Status** tab

Selection Criteria

Key Date

Period F

Status – Change



- Change the **Status Specification** (Active/Inactive) or the validity dates, then click on the **Save** icon when changes are complete

Display Status

Student

Student number 10037714

Name Pitt, Derk, *04/15/1987, Male

Status

Status 3001, Athlete

Sts spec. Inact...

Valid From 11/30/2008 12/31/9999

Athlete

Change Information

Student

Program

Save, Cancel, Refresh icons

Advisors



- The **Advisor** tab allows one or more advisors to be assigned to a student

Program Type Progression General Data Status **Advisor(s)** Requirement ...

Selection Criteria

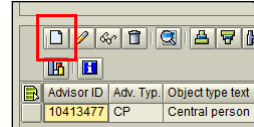
Key Date 11/14/2008

Advisor ID	Adv. Typ.	Object type text	Adv. Name	Adv. funct	Function (Desc)	Conbt Typ	Conbt
10016042	CP	Central person	Ila G Fortner	PTMA	Academic - Main	PRTY	Progr

Advisors – Create



- To add an Advisor, click on **Create**



- Click on the drop-down list icon in the **Advisor Type** field and select **Central Person**

Advisors – Create



- In the **Advisor ID** field, enter the advisor's ID number or search for it by clicking on the **Possible Entries** icon in the field

- Click on the drop-down list icon in the **Advisor Function** field, select **Academic-Main** for the student's primary advisor or **Academic-Additional** for other people who have advisor responsibilities for the student, such as the department's administrative staff

Advisors – Create



- Click on the **Possible Entries** icon in the **Advising Context** field, select the appropriate program type, such as Undergraduate, Graduate, etc.

Advisor – Create



- Click on the **Save** icon

- The advisor's information will be displayed

Advisor ID	Adv. Typ.	Object type text	Adv. Name	Adv. funct	Function (Desc)	Contxt Typ	Contxt
10016042	CP	Central person	Ila G Fortner	PTMA	Academic - Main	PRTY	Progr

Advisors – Inactivate



- Inactivation of a student's advisor record is done when the advisor no longer has the responsibility
 - **Remember:** Inactivate the advisor record, **do not** delete
 - Keeps the advisor information as an historical record
- To inactivate, select the record by clicking on the **Select** button to the left of the record and click on the **Change** icon

Advisor ID	Adv. Typ.	Object type text	Adv. Name	Adv. funct	Function (Desc)	Conbt Typ	Conbt
10016042	CP	Central person	Ila G Fortner	PTMA	Academic - Main	PRTY	Progr

Advisors – Inactivate



- Change the **End Date** to the last day in which the advisor is responsible

Advisor Information

Advisor Type: Central person

Advisor ID: 10016042 | Ila G Fortner

Advisor Function: Academic - Main | Main Func

Advising Context Type: Program Type

Advising Context: 10 Undergraduate

Start date: 11/10/2008

End Date: 5/30/2009

- Click on **Save**

Start date: 11/10/2008

End Date: 5/30/2009

Degree Application Process

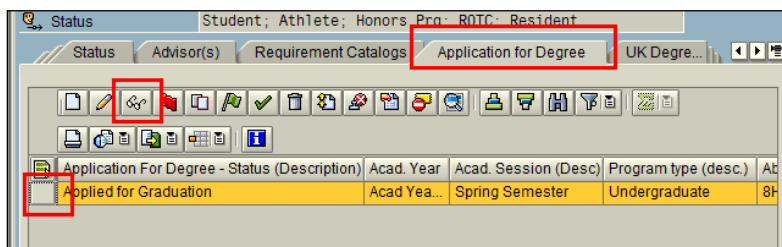


- Students apply for a degree through the **myUK Portal**
- A confirmation email is sent to the student and the student's degree application is sent to APEX
- APEX audit will return a result
- Colleges will have access to execute a report which includes students who have applied and the APEX result
- Colleges review list and remove students not eligible for degree
- APEX audits are executed for the final time
- Confer Qualification process posts the degree

Degree Application Process



- To view the details of a degree application, go to the **Application for Degree** tab and double-click on the **Select** icon to the left of the appropriate application
- Click on the **Display** icon



Application for Degree



- Click on the **Continue** icon to close the application

Application for Degree

Student: 19937714 Dark Henry PIR
Diploma Appl For: 1942953 BS in Biosystems & Agricultural Eng
Academic Year: 2009 Acad Year 2009-2010
Status: 1 Applied for Graduation
Acad Session: 20 Spring Semester

Personal Details
Name: Dark, Henry PIR
Gender: Male
Ethnic Origin: 9997 PRACTICE Sub-Race/ethnic or more races
First Name: Dark, Henry
Last Name: PIR
Name in Diploma: Dark, H. PIR

Degree Information
Graduation Honors: 3 Magna Cum Laude
College: College of Engineering
Thesis/Classification Title: Thesis/Classification Approval Date: []
U.S. Cit: 1, Ex 1, Ex 1 of 1 items

Category	ClassID	Description	Start Date	End Date	Crop Hours
Major	1042454	Biosystems & Agricultural Eng	01/23/2007	12/31/2009	

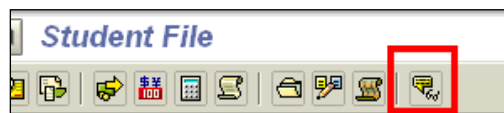
Communication
Local Address: 5476 Orange Ave - Lexington KY 40512-1100
Telephone: 859409191
E-Mail: []
Privacy Level: 01 Data Privacy Warning (PRPA)

Diploma Address
House No/Street: 5476 Orange Ave
Address 1: []
City: Lexington
Country: US United States
Home City: 5476 Orange Ave - Lexington KY 40512-1100
Home County: []
Home State: []

Student Notes



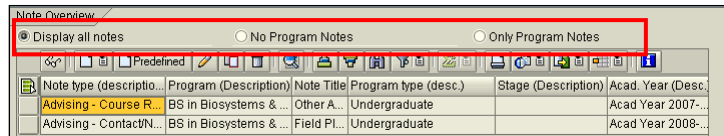
- Notes, such as Advising notes, can be added to the student's records
- Notes can be placed on a particular Program of Study or on the student's main records
- Changes, additions, or deletions may be made
- To display notes, click on the **Notes Overview** icon



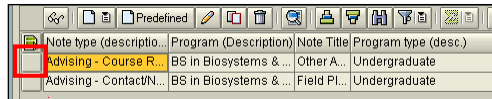
Student Notes



- When the **Note Overview** screen displays, three options are available
 - ♦ Display All Notes
 - ♦ No Program Notes
 - ♦ Only Program Notes



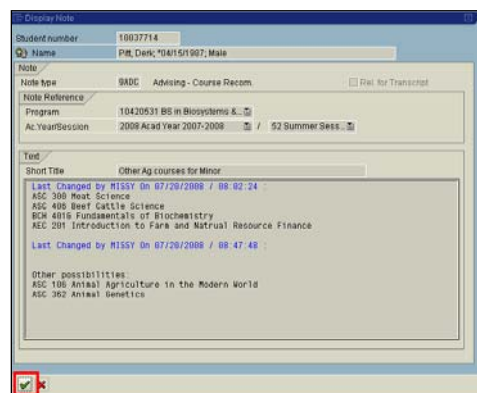
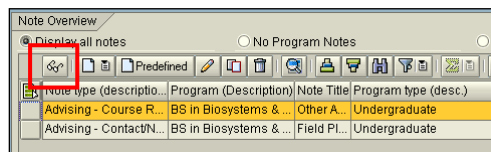
- To display a note, click on the **Select** button to the left of the note



Student Notes



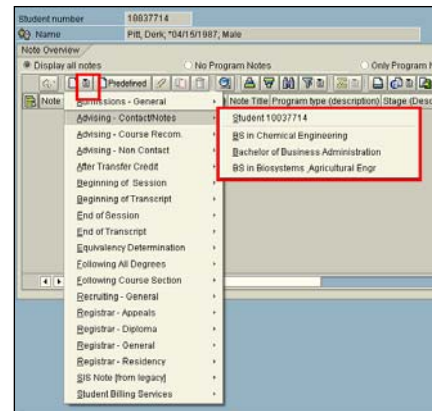
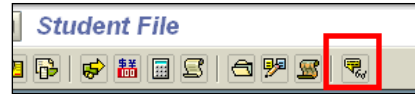
- Click on the **Display** icon
- The date for the original note will be listed at the top of the note
- Any additional changes will be added below the previous note
- Click on the **Continue** icon to close



Student Notes



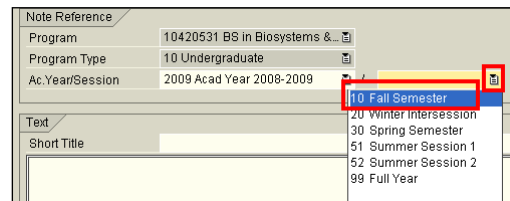
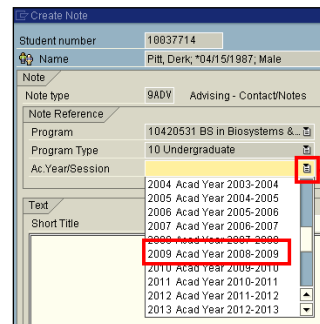
- To create a note, pull up the student's records, click on the **Notes Overview** icon
- On the **Note Overview** screen, click on the **Drop Down List** and select the type of note you want to create and where you want place it



Student Notes



- In the **Create Note** box, click on the **Drop Down List** icon in the **Ac. Year** and select the academic year
- Click on the **Drop Down List** icon in the **Session** field and select the term



Student Notes



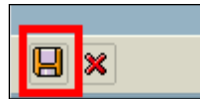
- In the **Short Title** field, type a short title for the note
 - ♦ The title should provide a short description of the note's content

A screenshot of a web form titled 'Text'. It has two input fields: 'Short Title' and 'Field Placement'. Both fields are highlighted with a red rectangular box.

- In the **Text** field, type your note

A screenshot of the same web form. The 'Text' field, which contains the text 'Conference regarding field placement in the Spring - See Dept file for details', is highlighted with a red rectangular box.

- Click on the **Save** icon



Summary



- Holds Tab
 - ♦ Create a Hold
 - ♦ Deactivate a Hold
- Registration Tab
 - ♦ Change Program of Study
 - ♦ Add a Second Program of Study
- Majors/Minors/Options Tab
- Catalog Requirements Tab
- Degree Application Process
- Program Type Progression Tab
- Status Tab





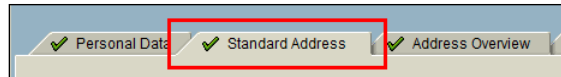
Student Master Data

- Addresses
 - ♦ Standard Address
 - ♦ Address Overview
- Related Persons

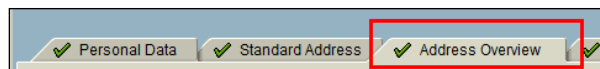
Addresses



- To view or edit a student's standard address, use the **Standard Address** tab



- To create or edit the complete list of possible addresses for the student, use the **Address Overview** tab
- This tab also allows you to designate a current address, a permanent address, and an international address



Standard Address



- The **Standard Address** tab is used to view or edit a student's standard address, telephone number, etc.

Display Student Master Data

Account Balance Account Data

Student Number: 11102008
90037714

Name: PIR Desc: '04/15/1987, Male

Principal OU: Co11 Dept: Of Engineering

Status: Student, Athlete, Honors Prg., ROTC, Resident

Program: BSBAE-EN; BS in Biosystems & Agricultural Engr., Undergr.

Advisor: David A Bryant

Personal Data Standard Address Address Overview Additional Data VisAR

Standard Address

Print Preview

Street Address

Street: 5478 Greene Ave

City/State/ZIP Code: Lexington KY, 40512

Country: US, United States Kentucky

Time zone: EST

PO Box Address

PO Box:

ZIP Code:

Communication

Other communication

Telephone: 8592458787 Extension:

Mobile Phone:

Fax:

E-Mail:

Standard Comm. Method: Dependent - Independent

Comments

Address-Independent Communication

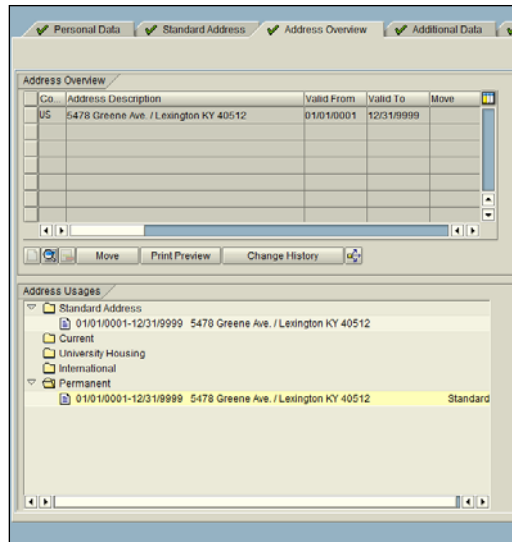
Telephone: Extension: Ctry:

Mobile Phone: Ctry:

Address Overview



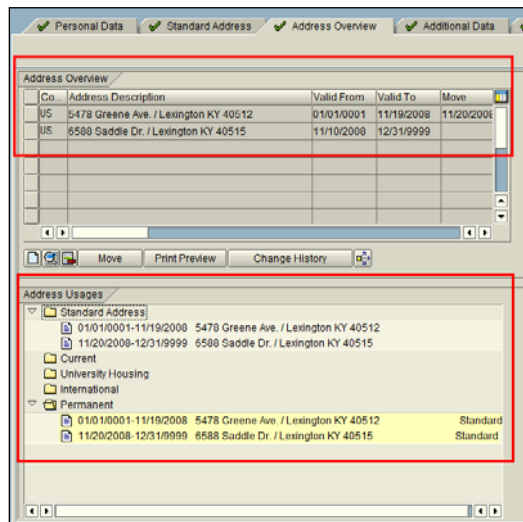
- The Address Overview tab is where you will manage or edit the following categories of addresses:
 - ♦ Standard
 - ♦ Current
 - ♦ International
 - ♦ Permanent



Address Overview



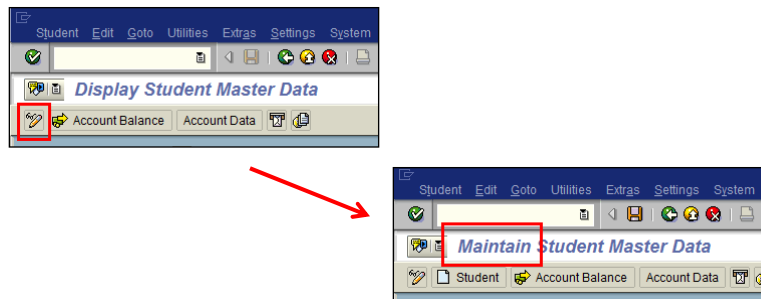
- **Address Overview** is used to make changes, additions, etc.
- **Address Usages** lists how the addresses are categorized, such as permanent, standard, etc.



Address – Create



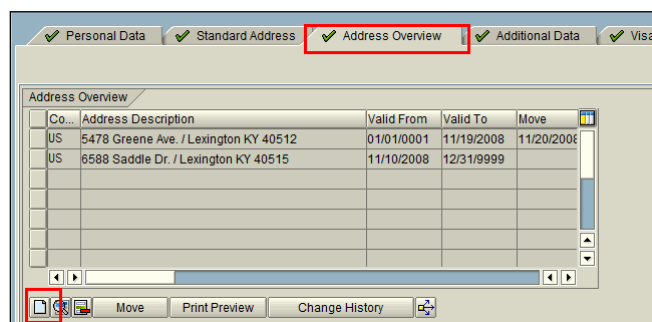
- To add a new address, you want to be in **Maintain** mode which makes the fields white and editable
- To enter **Maintain** mode, click on the **Display <-> Change** icon



Address – Create



- On the **Address Overview** tab, click on the **Create** icon



Address – Create



- Enter the **Street, City/State/ZIP Code, and Country** into the appropriate fields
 - ♦ **Country** is a required field and must be completed

Street Address	
Street	1234 Street Ave.
City/State/ZIP Code	Lexington KY 40515
Country	US
Time zone	

- Enter the **Telephone** number including area code, if provided

Communication	
Telephone	8595551212
Mobile Phone	
Fax	
E-Mail	

Address – Create



- Click on **Continue**

Address Data	
<input checked="" type="checkbox"/>	Continue
<input type="checkbox"/>	Print Preview
<input type="checkbox"/>	Contract accounts
<input type="checkbox"/>	Creditworthiness

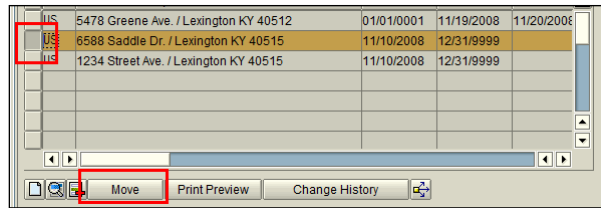
- **Valid From** and **Valid To** dates entered automatically as of the date the address is entered into the system

Co...	Address Description	Valid From	Valid To	Move
US	5478 Greene Ave. / Lexington KY 40512	01/01/0001	11/19/2008	11/20/2008
US	6588 Saddle Dr. / Lexington KY 40515	11/10/2008	12/31/9999	
US	1234 Street Ave. / Lexington KY 40515	11/10/2008	12/31/9999	

Address – Move



- To record an address move, first enter the new address into the system
- Next, click on the **Select** button to the left of the “old” address and click on **Move**



Address – Move



- Enter the moving date in the **Date of Move** field

Removal Data

Address Description: 6588 Saddle Dr. / Lexington KY 40515

Date of Move: 01/01/2009

Move Target Address:

- To choose the new address, click on the **Select** button to the left of it and click on **Choose**

Removal Data

Address Description: 6588 Saddle Dr. / Lexington KY 40515

Date of Move: 01/01/2009

Move Target Address:

Co.	Address Description	Valid From	Valid To	Move
US	5478 Greene Ave. / Lexington KY 40512	01/01/0001	11/19/2008	11/20/2008
US	6588 Saddle Dr. / Lexington KY 40515	11/10/2008	12/31/9999	
US	1234 Street Ave. / Lexington KY 40515	11/10/2008	12/31/9999	

Choose Reverse

Address – Move



- When the new address displays in the **Move Target Address** field, click **Continue**

Removal Data

Address Description 6588 Saddle Dr. / Lexington KY 40515

Date of Move 11/01/2008

Move Target Address 1234 Street Ave. / Lexington KY 40515

Co...	Address Description	Valid From	Valid To	Move
US	5478 Greene Ave. / Lexington KY 40512	01/01/0001	11/19/2008	11/20/2008

Choose Reverse

Address – Move



- The date changes display in the **Address Overview** section
- Click on **Save**
- To return to **Display** mode, click on the **Change/Display** toggle

Maintain Student Master Data

Student Account Balance Account Data

Student number 11/10/2008

Name Phil Derek 104151987, Male

Principal OU College of Engineering

Status Student; Athlete; Honors Prg; ROTC; Resident

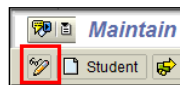
Program BSBAE-EN: BS in Biosystems & Agricultural Engr; Undergr.

Advisor David A Bryant

Personal Data Standard Address Address Overview Additional Data Visa/Residence

Valid

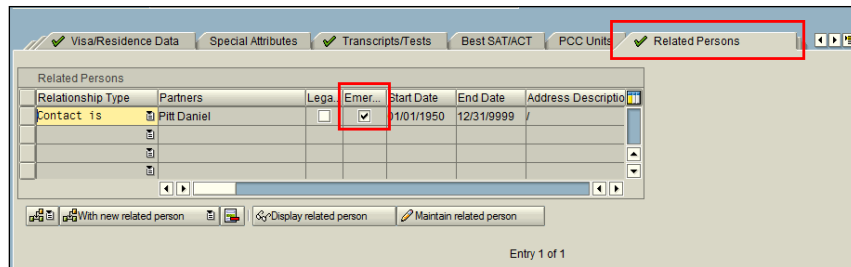
Co...	Address Description	Valid From	Valid To	Move
US	5478 Greene Ave. / Lexington KY 40512	01/01/0001	11/19/2008	11/20/2008
US	6588 Saddle Dr. / Lexington KY 40515	11/10/2008	12/31/2008	01/01/2009
US	1234 Street Ave. / Lexington KY 40515	11/10/2008	12/31/9999	



Related Persons



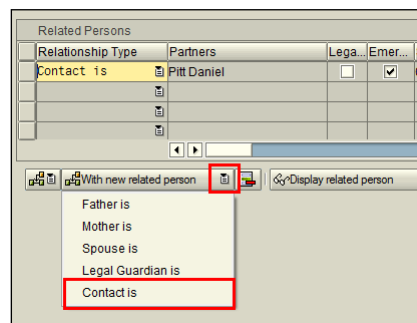
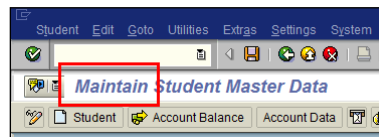
- Contains related person contact information provided by the student
 - ♦ **Note:** The undergraduate application asks for an Emergency Contact person, the relationship to the student, telephone number, and email address



Related Persons – Create



- To add a new related person, make sure you are in **Maintain** mode
- Click on the **Create With New Related Person** button
- Choose the relationship



Related Persons – Create



- Enter the Contact Information:

- ◆ First Name
- ◆ Last Name
- ◆ Address
- ◆ Country
- ◆ Phone Number

Create Person: Role Related Person

BP Number: [] Grouping: Related Person Internal ...

Create in BP role: Related Person (New)

Validity Period: 01/01/0001 - 12/31/9999

Related Person Data | Address Overview | Identification Numbers | Control | Status

Name

First name: []

Last name: []

Search Terms

Search Term 1/2: []

Current Student

Relationship: is the Contact

Student number: 10037714 Pitt, Desk: *04/15/1967: Male

Relationships to Students

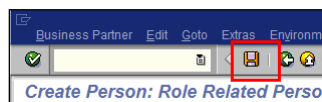
Relationship	Name	Student Number	Emergen Contact	Responsibility

- Use the scroll bar on the right side of the screen to view all the fields

Create a Related Person



- When the data has been entered, click on **Save**



- A system message will display



- Click on the **Back** icon
- You will see the new entry on the **Related Persons** tab

Related Persons						
Relationship Type	Partners	Leg...	Emer...	Start Date	End Date	Address Descriptio
Contact is	Pitt Daniel			01/01/1950	12/31/9999	
Contact is	Annabelle Pitt			11/10/2008	12/31/9999	

Summary



- Addresses
 - ♦ Standard Address
 - ♦ Address Overview
- Related Persons



Unit 4



Good morning Maria

Home Hello Student Services Student Administration Academic Year Employee Self-Service

Hello

Related Links

- Active Directory Accounts
- Training
- myHelp
- IRIS Project
- Business Warehouse
- Campus Management
- Faculty Effort System
- Financials
- Grants Management
- Human Resources/Payroll
- Materials Management
- Plant Maintenance

IRIS Launch Pad

Welcome to the University of Kentucky myUK Portal

- IRIS
- Training Sandbox
- BW Web Reporting
- BW BEx Reporting
- BW Developer

myUK
Portal

Unit 4– myUK Portal



- myUK Student Administration Portal
 - ♦ Class Rolls
 - ♦ Unofficial Transcript
 - ♦ Student Self-Service Tips

Student Administration Portal

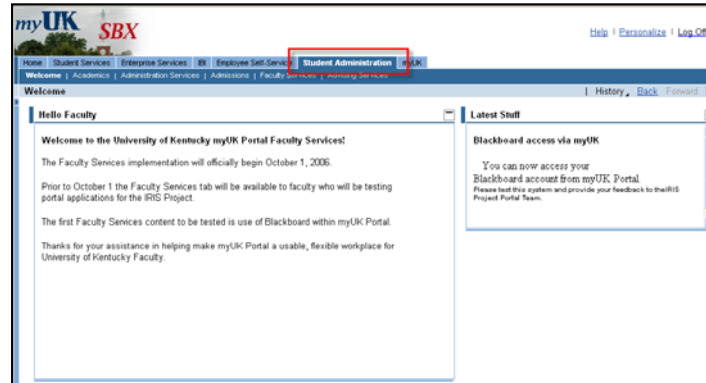


- It is easier to find and display basic student record information in the myUK portal than in the IRIS system
- However, not everything can be done in the portal
 - ♦ For example, you can **see** Holds and Stops, but you cannot **create** them in the portal
 - ♦ Holds can only be **created** in the IRIS system

Student Administration Portal



- The **myUK portal** provides different views and information for different users depending on their security access



Class Rolls



- Class rolls can be viewed and printed by authorized faculty and staff from the portal
 - ♦ May be viewed and/or printed at various times before and during the semester to have up-to-date information about students who are officially enrolled in a course



Class Rolls



Click Faculty Services

myUK
Good morning
Log Off

Home | Student Services | Student Administration | **Faculty Services** | Administration Services

Welcome | Academics | Advising Services | Admissions | Faculty Services | Administration Services

Hello Faculty and Staff

Welcome to the University of Kentucky myUK Portal!

Student Administration Services on myUK
Sign on to the portal enables faculty and staff to access various online administrative tasks. Faculty and staff will only see the tabs for which they have permissions to use.

Fall 2007 Mid-Term Grade Entry

Entry period. Grades may be entered October 8 - October 17.

The window for mid-term grading will open in the portal on October 8 at 7:00am and will close on October 17th at midnight. Faculty have been requested to submit a mid-term grade for all undergraduate courses. These grades will include all grade values, not just "E" or "D" grades as has been the practice in the past.

Students who have not attended class may be dropped from the class roll by the assignment of an "N" grade during this grading opportunity.

Latest Staff

Blackboard access via myUK
You can now access your [Blackboard](#) account from myUK Portal.

Class Rolls



Click Class Rolls

myUK
Hi
Log Off

Home | Student Services | Student Administration | Academic Year | Blackboard | Employee Self-Service

Welcome | Academics | Advising Services | Admissions | **Faculty Services** | Administration Services

Faculty Services Overview

Detailed Navigation

- Faculty Services Overview**
- Class Rolls
- Grading
- Blackboard

myUK Faculty Services Overview

Blackboard
Access to the University of Kentucky Blackboard site

Class Rolls
Review class roster by course

Grading
Enter mid-term and final grades by course

Note: You will only see tabs and links for those applications for which you have permissions.

Class Rolls



To choose the appropriate Academic Year and Term, click on the Drop-down List icon

Class Rolls



Double-click on the appropriate year and term

Class Rolls



You can search for the **Course Subject & Number** in one of the following ways:

- * Course Subject & Number, such as ENG 104
- * Course Subject, such as ENG
- * Part of the title, such as Writing

Year / Term: Acad Year 2006-2007, Spring Semester Jan-2007
Search for a class:
Current Course: None selected

Class Rolls



Type the course subject and number into the **Course Subject & Number** field

Remember:

When typing a two-digit **Course Subject**, you will need to type **two** spaces before you type the **Course Number**

Year / Term: Acad Year 2006-2007, Spring Semester Jan-2007
Search for a class:
Current Course: None selected

Class Rolls

This screenshot shows the myUK Class Rolls page in a Microsoft Internet Explorer browser. The page title is "Class Rolls" and the URL is "https://myuk.uky.edu/portal/NavigationTarget=RCLES:portal_content/edu.uky.UK_Content/edu.uky.uky". The browser's address bar shows the URL. The page features a navigation menu with options like "Launch Pad", "Student Services", "Student Administration", "Enterprise Services", "Blackboard", and "Employee". The main content area is titled "Class Rolls" and contains a search form. The search form has a "Year / Term" dropdown menu set to "Acad Year 2006-2007, Spring Semester Jan-2007". Below this, there is a "Search for a class:" field containing "sw 505" and a "Go" button. A yellow callout bubble points to the "Go" button with the text "Click on the Go button". The "Current Course" field is empty and labeled "None selected".

Click on the Go button

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CM_AD_310 Student Records v12

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Class Rolls

This screenshot shows the myUK Class Rolls page after a search. The search form is visible at the top, with "Year & Term" set to "Acad Year 2007-2008, Fall Semester" and "Course Subject & Number" set to "SW 505". A "Search" button is present. Below the search form, a list of results is displayed. The first result is "Class SW 505" with "CHILD WELFARE SERVICES" listed below it. A yellow callout bubble points to the "Class SW 505" link with the text "Click on the SW 505 link". Another yellow callout bubble points to the search results area with the text "A list of courses that match the criteria will display".

Click on the SW 505 link

A list of courses that match the criteria will display

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CM_AD_310 Student Records v12

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Class Rolls



A list of all possible class rolls for the course will display.

Course	Section	Meet Times	Event Type	Instructor	Room Capacity	Capacity	Students Enrolled	Waitlist available	Students on Waitlist
SW 505	Section 001	TR 3:30 PM - 4:45 PM	LEC	Vanderbilt	36	30	5	Yes	0
SW 505	Section 201	12:00 AM - 12:00 AM	LEC		0	30	5	Yes	0
SW 505	Section 202	12:00 AM - 12:00 AM	LEC		0	30	5	Yes	0

Class Rolls



Section information includes:

- Meeting Times
- Event Type (Lecture, Lab, etc.)
- Instructor
- Room Capacity
- Course Capacity
- Number of Students Enrolled
- Course Waitlist Availability
- Number of Students on Waitlist

Course	Section	Meet Times	Event Type	Instructor	Room Capacity	Capacity	Students Enrolled	Waitlist available	Students on Waitlist
SW 505	Section 001	TR 3:30 PM - 4:45 PM	LEC	Vanderbilt	36	30	5	Yes	0
SW 505	Section 201	12:00 AM - 12:00 AM	LEC		0	30	5	Yes	0
SW 505	Section 202	12:00 AM - 12:00 AM	LEC		0	30	5	Yes	0

Class Rolls



Class Rolls - myUK :: University of Kentucky - Microsoft Internet Explorer

Address: https://myuk.uky.edu/irjportal

myUK

Hi [Log Off](#)

Home | Student Services | Student Administration | Academic Year | Backboard | Employee Self-Service

Welcome | Academics | Admissions Services | Admissions | Faculty Services | Administration Services

Class Rolls

Find a Class

Year & Term
Acad Year 2007-2008, Fall Semester

Course Subject & Number [SW 505]
e.g., ENG 101

Search

Course	Section	Meet Times	Event Type	Instructor	Room	Capacity	Students Enrolled	Waitlist available	Students on Waitlist
SW 505	Section 001	TR 3:30 PM - 4:45 PM	LEC	Vanderbilt	36	30	5	Yes	0
SW 505	Section 201	12:00 AM - 12:00 AM	LEC		0	30	5	Yes	0
SW 505	Section 202	12:00 AM - 12:00 AM	LEC		0	30	5	Yes	0

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Click on the Section link

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Class Rolls



Class Rolls - SAP NetWeaver Portal - Microsoft Internet Explorer

Address: https://epsbx.iris.uky.edu:50001/irjportal

myUK

Hi [Log Off](#)

Student Administration | myUK

Information includes:

- Last Name
- First Name
- Student ID
- Username
- Degree
- Major (Minor)
- Classification

To print, click on the **Printer Friendly** link

SW 505 Section 001, Acad Year 2008-2009, Spring Semester (Generated on 10/3/2007)

[Printer Friendly](#) [Export to Excel](#)

Last Name	First Name	Student ID	Username	Degree	Major (Minor)	Classification
Blanding	Horace	10028060		PHD-GS		Graduate, Doctoral, UK
Brodeur	Letta	10028058		MSLS-GS		Graduate, Non-degree seeking
Palomo	Rachel	10028030		MSFO-GS		Graduate, Non-degree seeking
Philip	Ronald	10028081		EDD-GS		Graduate, Doctoral, UK
Roundy	Sheena	10028075		DPHAR-PH		

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Class Rolls



SW 505 Section 001, Acad Year 2006-2007, Spring Semester (Generated on 10/3/2007)

Last Name	First Name	Student Number	Username	Degree	Major (Minor)	Classification
Blanding	Horace	10028060		PHD-GS		Graduat
Brodeur	Letta	10028058		MSLS-GS		Graduat
Palomo	Rachel	10028030		MSFO-GS		Graduat
Philip	Ronald	10028081		EDD-GS		Graduat
Roundy	Sheena	10028075		DPHAR-PH		

When the roll displays, click on the Printer icon

Class Rolls



SW 505 Section 001, Acad Year 2006-2007, Spring Semester (Generated on 10/3/2007)

Last Name	First Name	Student Number	Username	Degree	Major (Minor)	Classification
Blanding	Horace	10028060		PHD-GS		Graduate, Doctoral, UK
Brodeur	Letta	10028058		MSLS-GS		
Palomo	Rachel	10028030		MSFO-GS		
Philip	Ronald	10028081		EDD-GS		
Roundy	Sheena	10028075		DPHAR-PH		

Click on the Close icon to close the roll

Class Rolls



To export the data to Excel, click on the Export to Excel link

Last Name	First Name	Student ID	Username	Degree	Major (Minor)	Classification
Blanding	Horace	10028060		PHD-GS		Graduate, Doctoral, UK
Brodeur	Letta	10028058		MSLS-GS		Graduate, Non-degree seeking
Palamo	Rachel	10028030		MSFO-GS		Graduate, Non-degree seeking
Philip	Ronald	10028081		EDD-GS		Graduate, Doctoral, UK
Roundy	Sheena	10028075		DPHAR-PH		

Class Rolls



Click on the Save link

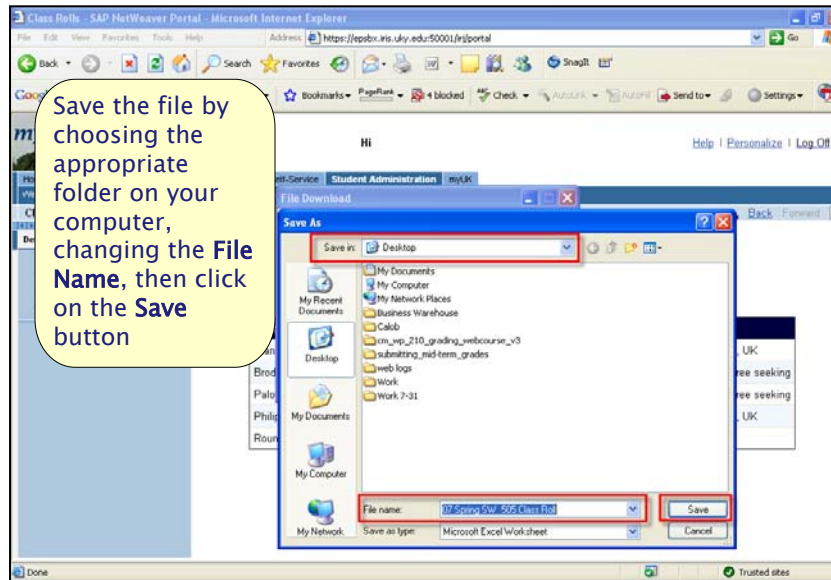
File Download
Do you want to open, save this file?
Name: cm5A_CourseTools.xls
Type: Microsoft Excel Worksheet, 547 bytes
From: epsbx.iris.uky.edu

Open Save Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save the file. What's the risk?

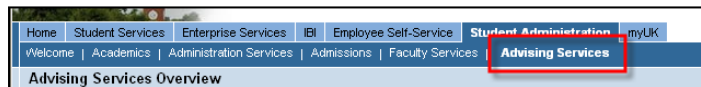
Class Rolls



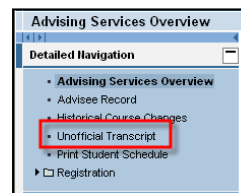
Unofficial Transcript



- Unofficial Transcripts may be viewed and printed via the portal
- Click on **Advising Services**



- Under the **Detailed Navigation** menu (on the left side of the screen), click on **Unofficial Transcripts**



Unofficial Transcript



- Use the **Enter Search Criteria** screen to search for the student by:

- ♦ User name (AD ID)
- ♦ Last name
- ♦ First name
- ♦ Student number (IRIS-generated Student ID number)

Get Unofficial Student Transcript

Enter search criteria

User name

Last name

First name

Student number

- Click on the **Search** button

First name

Student number

Unofficial Transcript



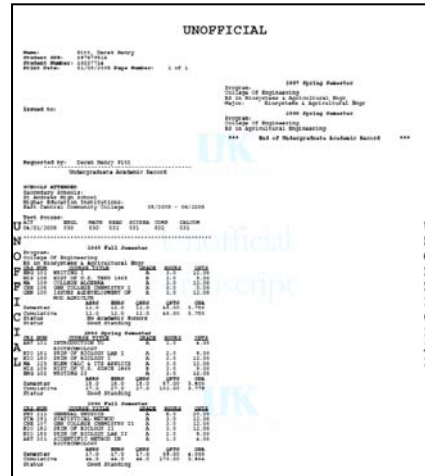
- On the list of possible matches, locate the row of the student whose unofficial transcript you wish to view, then click on the **Transcript PDF** link in that student's row

Student Number	First Name	Middle Name	Last Name	Name at Birth	Date of Birth	
10037714	Derek	Henry	Pitt		1987-04-15	Transcript PDF
10037856	DEREK		PITT		0000-00-00	Transcript PDF

Unofficial Transcript



- The transcript will be displayed as a PDF document



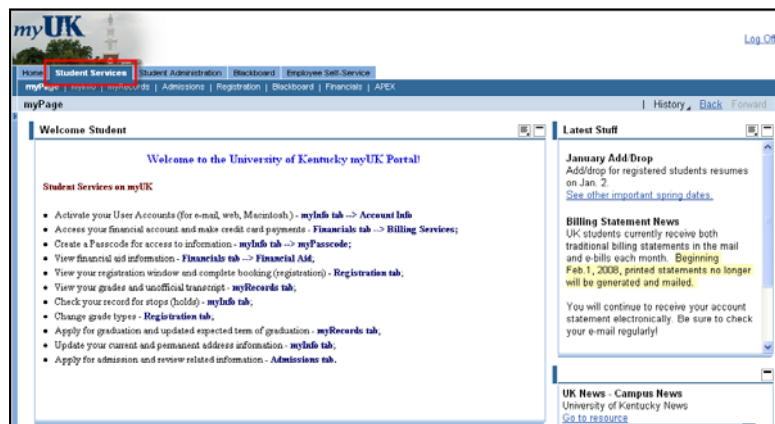
- Click the red Close icon in the top-right corner of the screen to close the PDF version of the student unofficial transcript



Student Self-Service Tip



- Students can manage some of their own records by logging into myUK and using the **Student Services** tab



Student Self-Service Tip



- On the **myInfo** tab, the student can:
 - ♦ Change addresses
 - ♦ Update the Expected Graduation Date
 - ♦ View/print a schedule of classes

myInfo

my Contact Info

Current Address:

Name: Barbara J. Caron

Address: 5432 E. Holly Dr.

City: Lexington

Country: US

State / Province: Kentucky

ZIP / Post Code: 40517

Telephone: 859 275-9852

Mobile Phone:

my UKID and Email Address

UK ID

Official UK ID: 00015874

Email Address

Official UK Email: bjcar01@email.uky.edu

All official email from the University will address.

You can forward this to any other email the [UK Account Manager](#)

myContact Info Help

Types of Addresses

Student Self-Service Tip



- On the **myRecords** tab, the student can:
 - ♦ View/print a schedule of classes
 - ♦ View the Academic Calendar
 - ♦ View/print an Unofficial Transcript
 - ♦ Update the Expected Graduation Date

myRecords

my Schedule and Program

My Program of Study:

College: Graduate School College: Graduate School College: Graduate School College: College of Human Environmental Sciences

Degree: Master of Science in Education Degree: Non-Degree Degree: MS in Vocational Education Degree: Bachelor of Science in Home Economics

College: College of Human Environmental Sciences

Degree: Non-Degree

Expected Graduation Date: 0000-00-00 [Update](#)

Barbara J. Caron's schedule of classes.

Select different term...

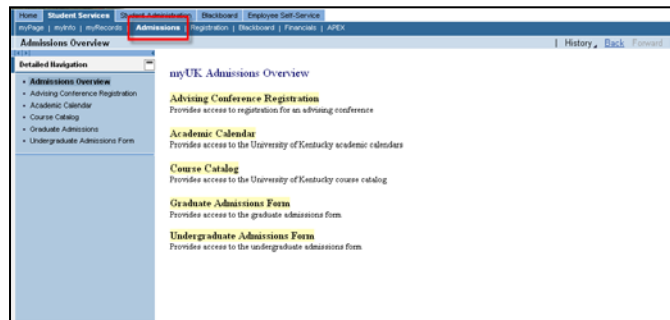
You have no information available for this term. Please select another term above.

[Print Friendly Version](#)

Student Self-Service Tip



- On the **Admissions** tab, the student can:
 - ♦ Access the Graduate Admissions Form
 - ♦ Access the Undergraduate Admissions Form
 - ♦ Access the Academic Calendar
 - ♦ Access the UK Course Catalog



Summary



- myUK Student Administration Portal
 - ♦ Class Rolls
 - ♦ Unofficial Transcript
 - ♦ Student Self-Service Tips



Student Records Help Websites



- myHelp website:
 - ♦ <http://myHelp.uky.edu/rwd/HTML/CM.html>
 - ♦ Contains Quick Reference Cards (QRCs), updated course manuals, Simulations, CM Frequently Asked Questions, CM Go-Live Book, and other job aids
- IRIS website
 - ♦ <http://www.uky.edu/IRIS/CM/>
 - ♦ Contains Information Directory, Forms, and other references

Other CM Courses



- Register for Instructor Led courses at <http://www.uky.edu/IRIS/train>
 - ♦ CM_AD_300 Event Planning
 - ♦ CM_AD_315 Booking Rules
 - ♦ CM_AD_340 Program of Study
- IRIS CM Web Courses are available at <http://myhelp.uky.edu/rwd/HTML/CM.html>
 - ♦ CM_AD_310 Student Records
 - ♦ CM_AD_320 Booking
 - ♦ CM_WP_210 Grading
 - ♦ CM_WP_220 Overrides
 - ♦ CM_WP_310 Advising

Course Summary



- Understand the difference between Student File and Student Master Data
- Create/activate/inactivate holds
- View progression results
- Create/change student addresses
- Create/change advisor
- Create related person
- View student records via myUK Portal

