

Quick Reference Card - Basic

Student Addresses in myUK Portal



Process: To view and print a student's address in the myUK web portal.

Role: Authorized Personnel

Frequency: When Needed

Entering the myUK Portal

Open the portal through the web address:

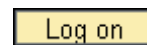
<https://myuk.uky.edu/irj/portal>

Log on using your AD or MC account and password.

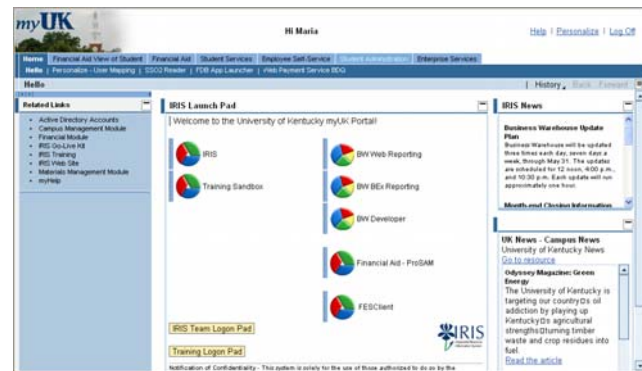
Please note your password is the same as the password you use to check your UK e-mail account.



Click **Log On**.



You will be taken to the myUK welcome page.



myUK Portal

The Hello screen will display.

Click on the **Student Administration** tab at the top of the screen.



The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

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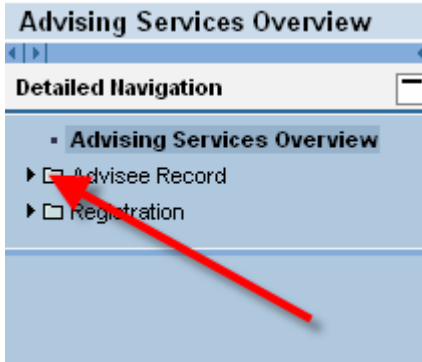
Advising Services Overview

On the Hello Faculty screen, click on tab for **Advising Services**.

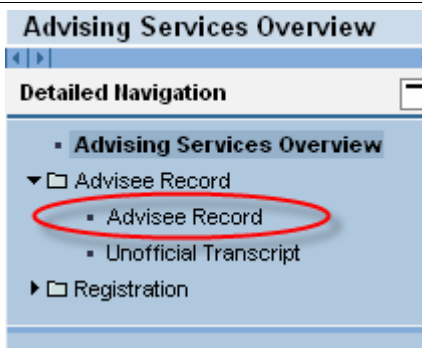


The **Advising Services Overview** panel will be displayed on the left side of the screen.

Click on folder called **Advisee Record**.



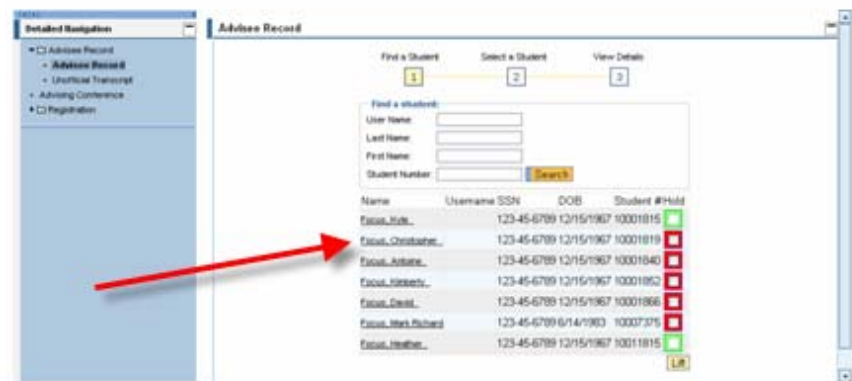
Click on the link **Advisee Record**.



Advisee Record

If you are assigned to students as an academic advisor, a list of your students will be automatically displayed below the search box.

To open a student's record, simply click on the student's name.



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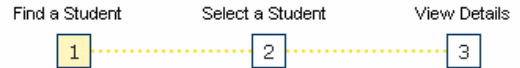
<http://myhelp.uky.edu/>

Find a Student

To view the record for a student whose name does not appear on your assigned list, you may conduct a search.

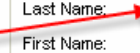
Enter your search criterion in the **Find a Student** search box and click **Search**.

Advisee Record




Find a student:

User Name:

Last Name: 

First Name:

Student Number:


Search 

A list of students who match your search criterion will be displayed.

Click in the radio box to select the student whose record you wish to display and click **Next** to bring up the student's record.

Select a student:


| | Full Name | User Name | Date of Birth | Privacy Flag |
|----------------------------------|------------------|-----------|---------------|------------------------------|
| <input checked="" type="radio"/> | Derek Henry Pitt | | 04-15-1987 | Data Privacy Warning (FERPA) |
| <input type="radio"/> | Eric Pitt | | 04-08-1987 | |
| <input type="radio"/> | Kylie Pitt | | 07-18-1980 | |
| <input type="radio"/> | DEREK PITT | | 00-00-0000 | |



Next 

Viewing Student Addresses

To view the current, permanent, international, and e-mail address for a student, click on the **Address** tab.

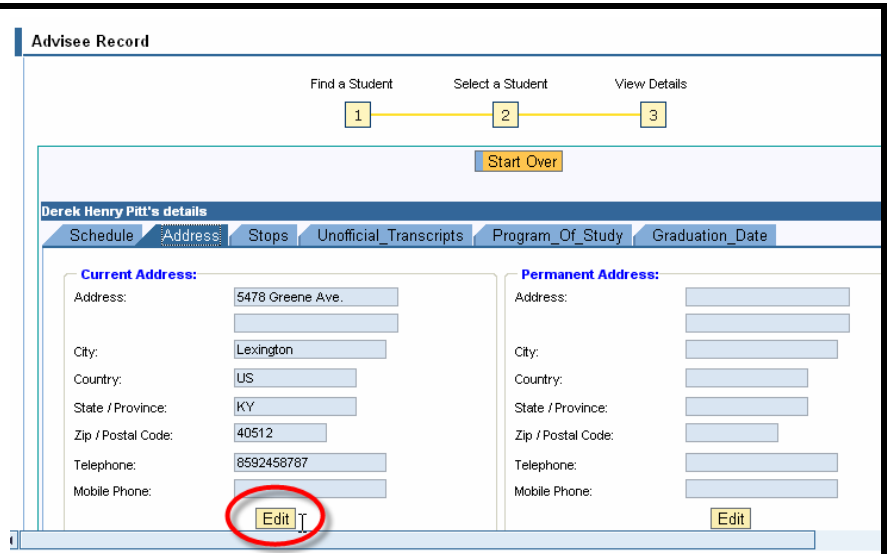
Derek Henry Pitt's **Address**  Stops Unofficial Transcripts Program Of Study Graduation Date

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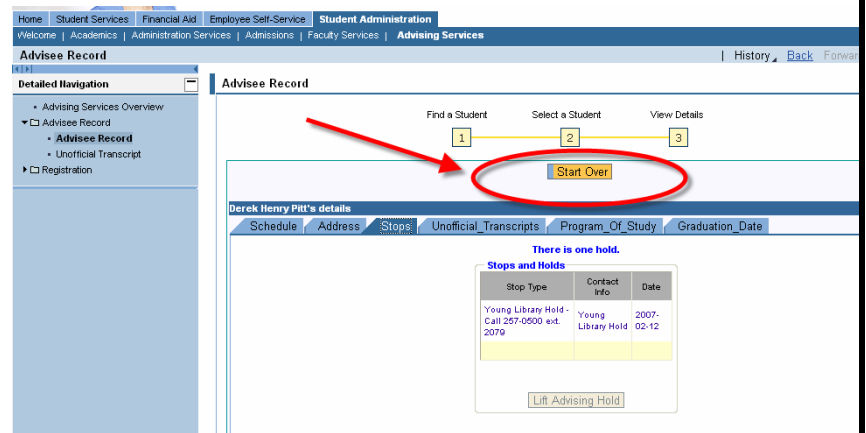
Addresses may be edited by clicking the **Edit** icon.



Searching for Another Student

To leave this student record and view another student's data, click the **Start Over** icon.

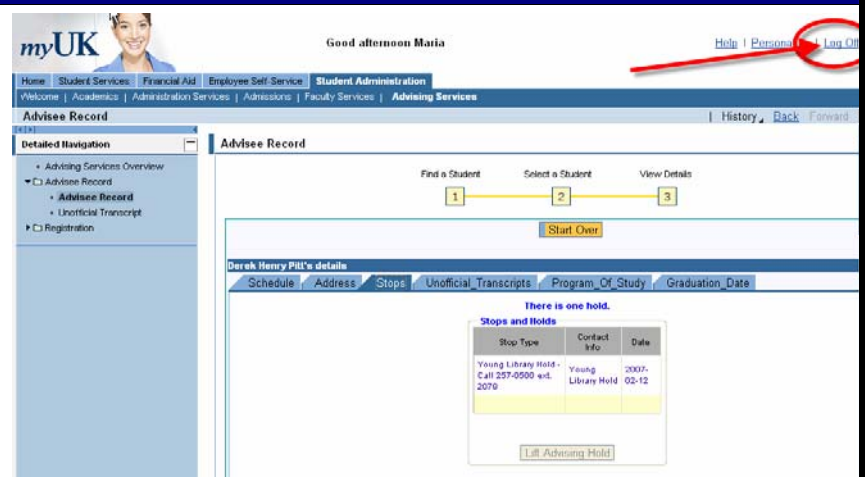
This will take you back to the main screen.



Logging Off

To move to another feature in the portal, click on the appropriate selection.

To exit the portal, click on the **Log Off** link in the upper-right corner of the portal screen.



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