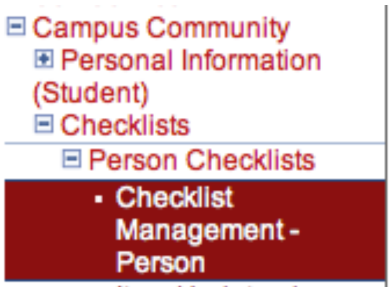
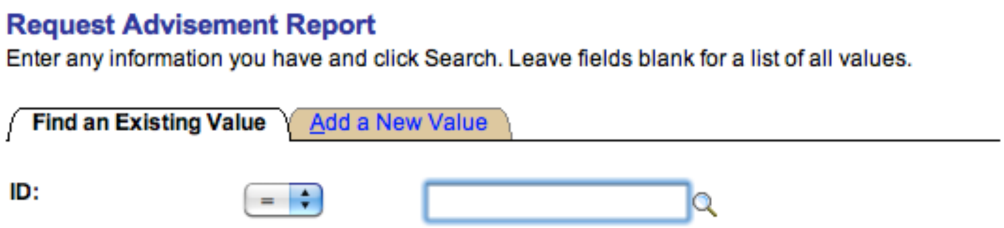
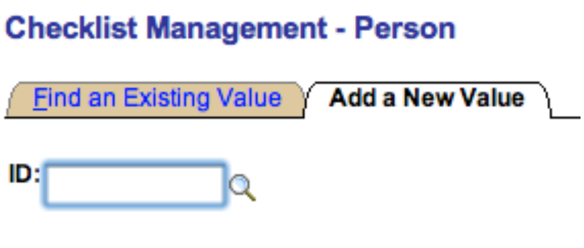
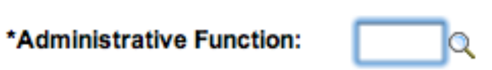
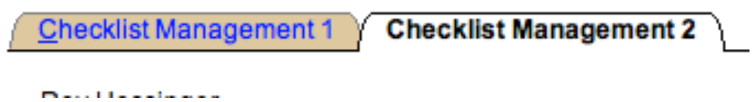
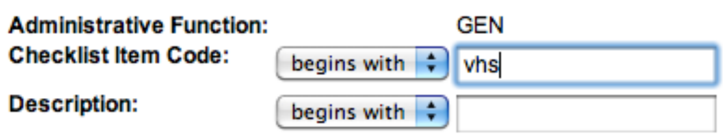
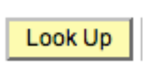
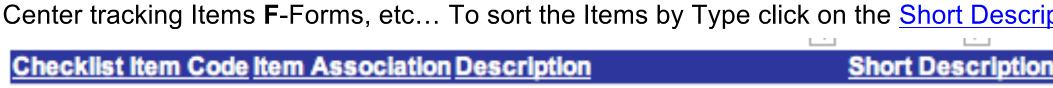
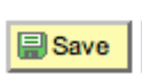
Job Aid

Checklist for Advisement Tracking

Navigation: **Menu → Academic Advisement → Student Advisement → Request Advisement Report**

☆ **Prerequisite** – have the NSHE ID of the Student you are Advising.

1.	From the main PeopleSoft menu, click the Campus Community link on the left hand navigation bar, then the Checklists link, then the Person Checklists, and then Checklist Management-Person. 
2.	Select the Add a New Value TAB. You should ALWAYS create a new advisement checklist. 
3.	Enter the Students NSHE ID. 
4.	Click the Add button. 
5.	FIRST thing to enter ALWAYS is Administrative Function and it is always **GEN**. 

6.	Next enter the Checklist Code.  This should correspond to your Center and begin with a V. You can use the magnifying glass and search by V to find you centers Code. • ***AS = ASC*** • ***BS = Business*** • ***ED = Education*** • ***EN = Engineering*** • ***FA = Fine Arts*** • ***HA = Hotel*** • ***HN = Honors*** • ***HS = Health Sciences*** • ***LA = Liberal Arts*** • ***SC = Sciences*** • ***UA = Urban Affairs*** **VED** for Education **VBS** for Business etc… This naming convention will hold for Checklist Items.
7.	Nothing else on the first TAB needs to be entered. You may enter in the Comments box Comments about the advisement with the student. Nothing else should be touched.
8.	Click on the Checklist Management 2 TAB. 
9.	Insert the Checklist Item code. This will follow the same naming convention above.  Make sure you use the same first 3 letters that match you Center. Because most Centers have many Checklist Items, use the magnifying glass and search by your Center. i.e. VHS=Health Sciences 
10.	Click Look Up. 
11.	To organize the **Checklist Items** their short description is prefaced by **AT**–Appointment Type, **B** or **BN**-Center tracking Items **F**-Forms, etc… To sort the Items by Type click on the Short Description. 
12.	Select the Item i.e **VHSIA** – Health Sciences Individual Advising.
13.	If you need to add more Items refer to the BPG which has more detailed instructions about adding **Checklist Items**.
14.	Click Save. 
15.	**End of Procedure**