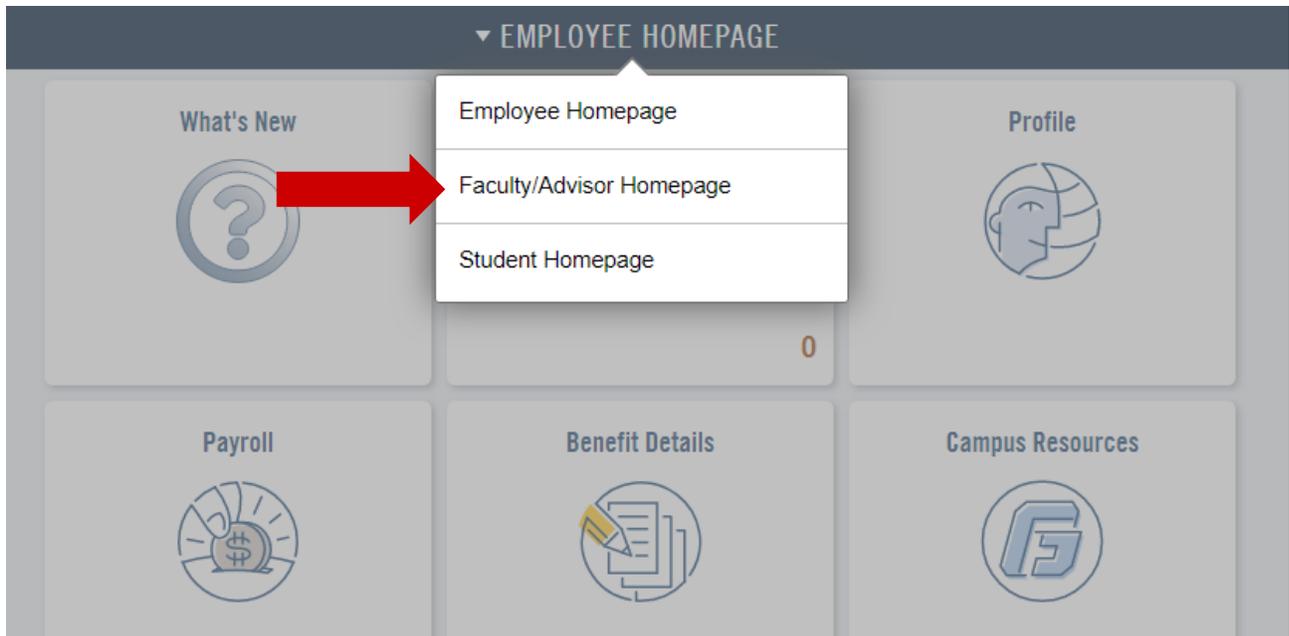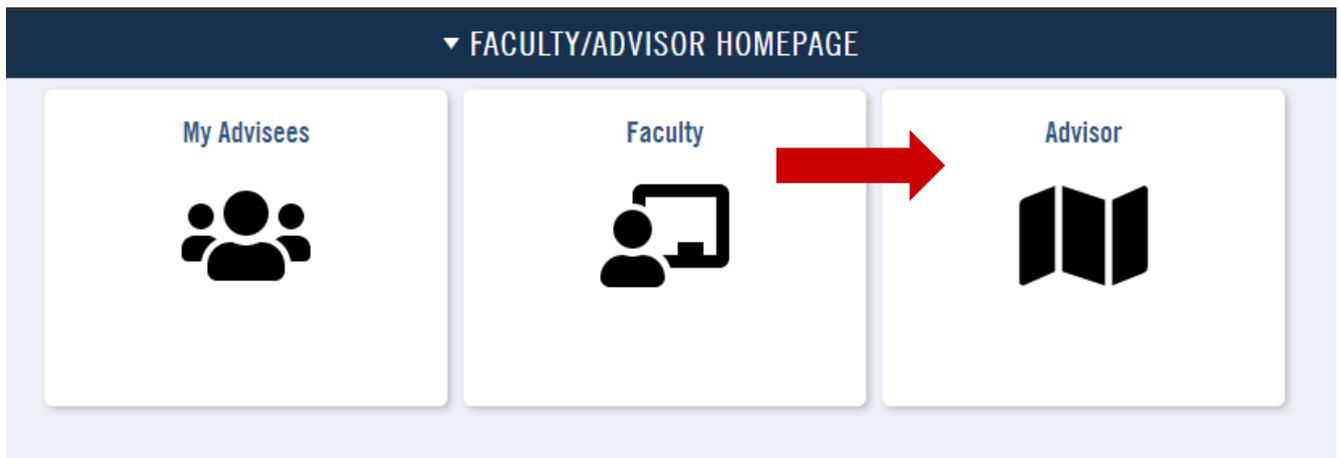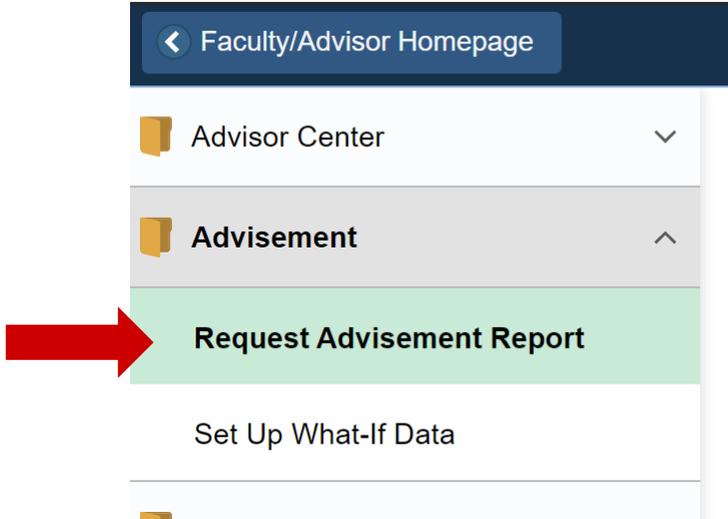# How to View Advisement Report in MyGeorgeFox

1. Log into MyGeorgeFox (my.georgefox.edu) using your GFU username and password.
2. Change top dropdown menu to FACULTY/ADVISOR HOMEPAGE.

3. Select the ADVISOR tile.

4. Click REQUEST ADVISEMENT REPORT under ADVISEMENT in the left navigation.

5. Click ADD A NEW VALUE tab and enter the student ID number and click ADD.

6. Click PROCESS REQUEST button.

7. The result will show the student's academic advisement audit report.

Finding Student ID Number

1. Go to FACULTY/ADVISOR HOMEPAGE.
2. Click MY ADVISEES tile.
3. Student's seven digit ID number listed next to their name.