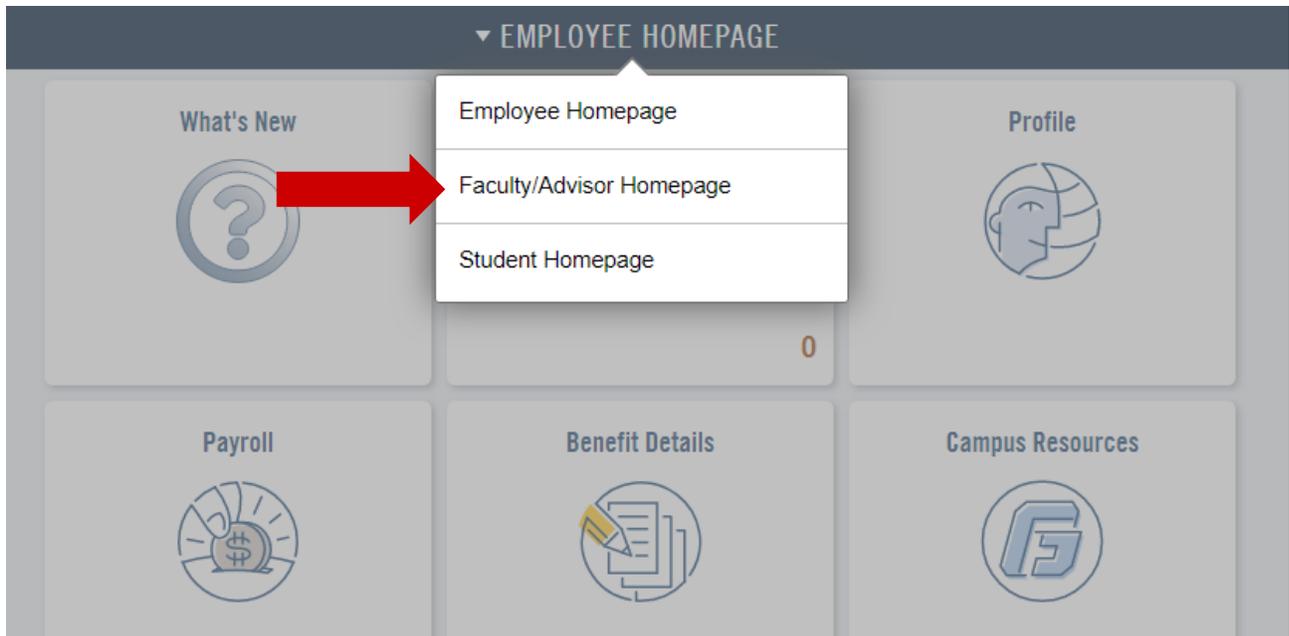
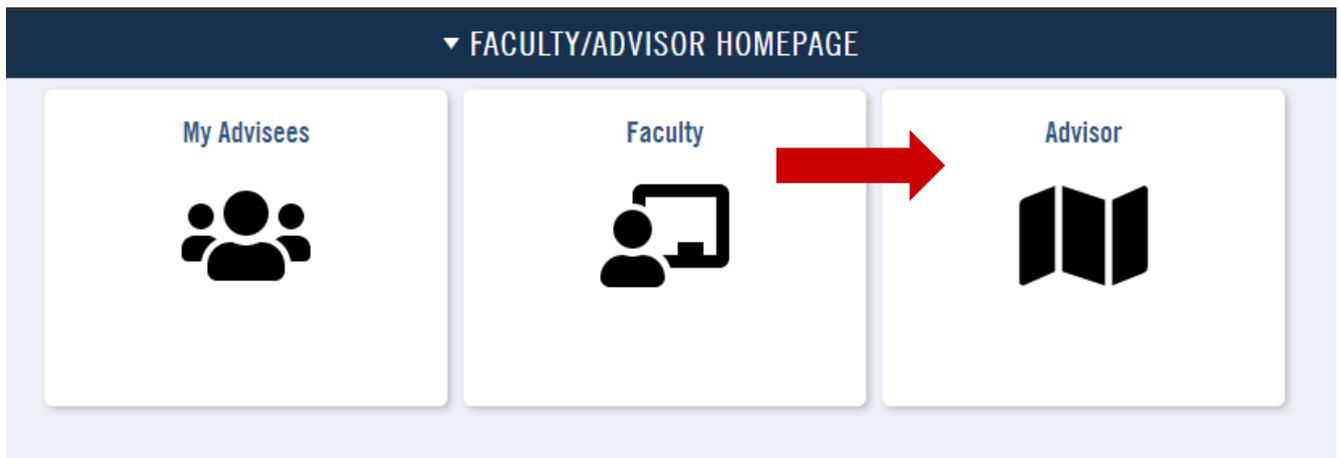


How to View Advisement Report in MyGeorgeFox

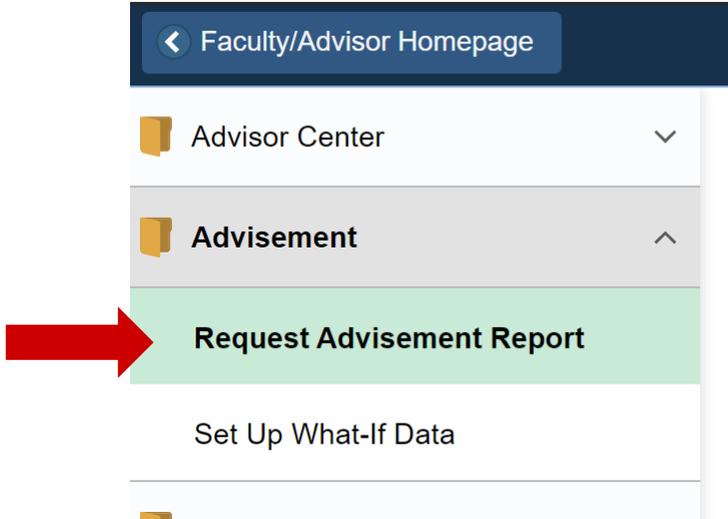
1. Log into MyGeorgeFox (my.georgefox.edu) using your GFU username and password.
2. Change top dropdown menu to FACULTY/ADVISOR HOMEPAGE.



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.

Request Advisement Report

A screenshot of a web form titled 'Request Advisement Report'. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted by a red box. Below the tabs are three input fields: 'ID' (highlighted with a red box), 'Academic Institution' (containing 'GFOXU'), and 'Report Type' (containing 'ADV'). Each field has a magnifying glass icon to its right. At the bottom left, there is a blue icon of a person and an orange 'Add' button.

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.