STEP 1: Login to Athena

- Go to https://Athena.uga.edu
- Enter your UGA MyID and password
- Enter your Duo Credentials

STEP 2: Click on the Faculty & Advisor tab

- Click on the Advising & Graduation menu
- Select Advising Student Profile
- Choose which term you would like to view a schedule for in the Term dropdown box
- Search for a student by ID, email, or name and select View Profile
- Click on the Additional Links dropdown on the left side
- Open the Student Week at a Glance page using the provided link (an additional window will open)

STEP 3: Select the student on the newly loaded Student and Advisee ID Selection Page

- Use the Term dropdown to select the correct term (the term you selected previously should be pre-selected)
- Select the row at the bottom of the page containing the student’s ID and name to open their Student Week at a Glance
  - Do not click the ‘Submit’ button on the right side of the page unless you wish to search for another student.

Screenshots of an example of the Student and Advisee ID Selection Page as well as the Student Week at a Glance Page are on page 2 of this guide.

For technical support, email helpdesk@uga.edu
For advisor support, email regsupp@uga.edu
Student and Advisee ID Selection Page Example:

Student Week at a Glance Page Example: