

Student Week at a Glance for Advisors Quick Reference Guide

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)

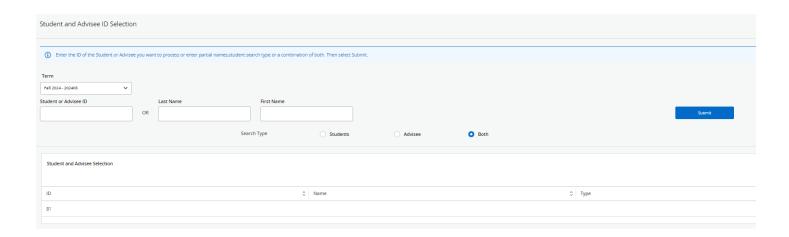
STEP 3: Select the student on the newly loaded Student and Advisee ID Selection Page

- 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 <u>not</u> 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:

