



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 image in the **Advisor Services** tile

- 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 and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term

Fall 2024 - 202408

Student or Advisee ID

OR

Last Name

First Name

Submit

Search Type

Students

Advisee

Both

Student and Advisee Selection

ID	Name	Type
81		

Student Week at a Glance Page Example:

Information for					
Today - 02/21/2024		< Week 02/19/2024 to 02/25/2024 >			
	02/19	02/20	02/21	02/22	02/23
08:00					
09:00	21299 LEGL 2700 - 0 21299 Class 🕒 09:10-10:00 📍 Amos Hall-B012		21299 LEGL 2700 - 0 21299 Class 🕒 09:10-10:00 📍 Amos Hall-B012		21299 LEGL 2700 - 0 21299 Class 🕒 09:10-10:00 📍 Amos Hall-B012
10:00	66913 ANTH 1102 - 0 66913 Class 🕒 10:20-11:10 📍 Inst Plaza-N106		66913 ANTH 1102 - 0 66913 Class 🕒 10:20-11:10 📍 Inst Plaza-N106		66913 ANTH 1102 - 0 66913 Class 🕒 10:20-11:10 📍 Inst Plaza-N106
11:00		22379 KINS 4840 - 0 22379 No Final Exam Room Required		22379 KINS 4840 - 0 22379 No Final Exam Room Required	
Courses without assigned meeting times: 🕒 Time 📍 Venue					