

## How to View MAPS Forms in AdvisorTrac

Make sure that you are in “Consultant” mode by choosing **Switch to Consultant Profile** in the TracMan drop down menu (in the left-hand corner of your opening screen), if necessary.



Open the student’s file by typing the student’s name or number into the search box beside the TracMan. After choosing the correct student by clicking on the student’s number in the drop down list that opens under the TracMan box, the student’s information screen will open. The MAPS Guide documents can be found under the Documents tab.

The screenshot shows the student information screen for a student named SHANKLES, AMBER LARAYE. The 'Documents' tab is circled in red. The screen displays various fields for student information, including last name, first name, address, city, state, zip, email, birthdate, home phone, and work phone. There are also dropdown menus for gender, ethnicity, degree goal, GPA, and class level.

Click on the file that you wish to open.

The screenshot shows the 'Student Entry' screen for a student named BLANKS, FAITH LYNN. A table of files is displayed with columns for file name, date, type, posted by, notes, and submittal. The file 'MS Faith Banks.docx' is circled in red.

Again, click on the file you wish to open.

The screenshot shows the 'Student Entry' screen with the file 'MS Faith Banks.docx' selected. The file name is circled in red. The screen displays various fields for student information, including last name, first name, address, city, state, zip, email, birthdate, home phone, and work phone. There are also dropdown menus for gender, ethnicity, degree goal, GPA, and class level.

The file will now be in your “Downloads” on your desktop.