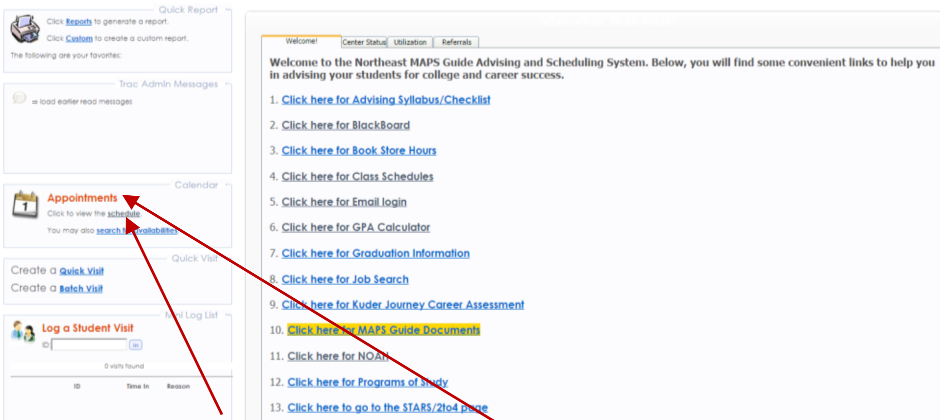
To Find Documents That Students Have Posted

Required Forms

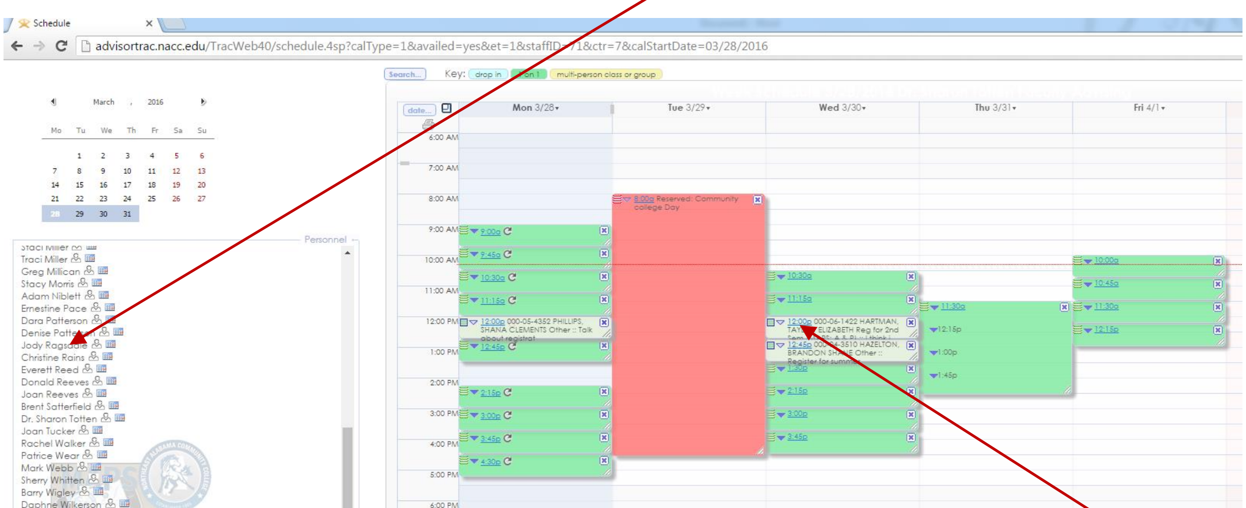
End of student's first semester: Forms A* and P1
End of student's second semester and the end of every following semester: Forms A* and P2

For help with any of the following steps, please call Sharon Totten at ext. 2245 or 256-996-4912.

1. Open your AdvisorTrac **CONSULTANT** account.

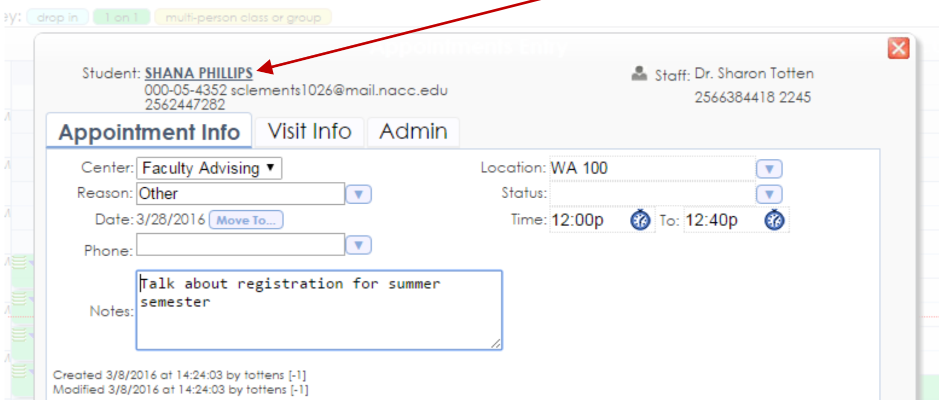


2. Choose **"schedule"** under the Appointments tab, and open your schedule.

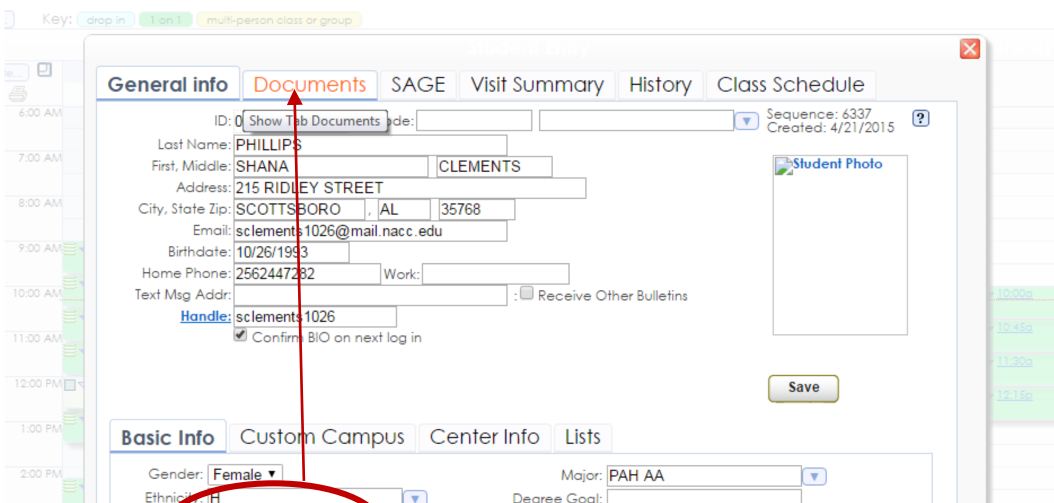


3. Choose the student's appointment that you wish to work with, and click on the blue time of the appointment.

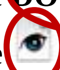
4. This will open the student's appointment screen. Click on the student's name at the top of the appointment screen.

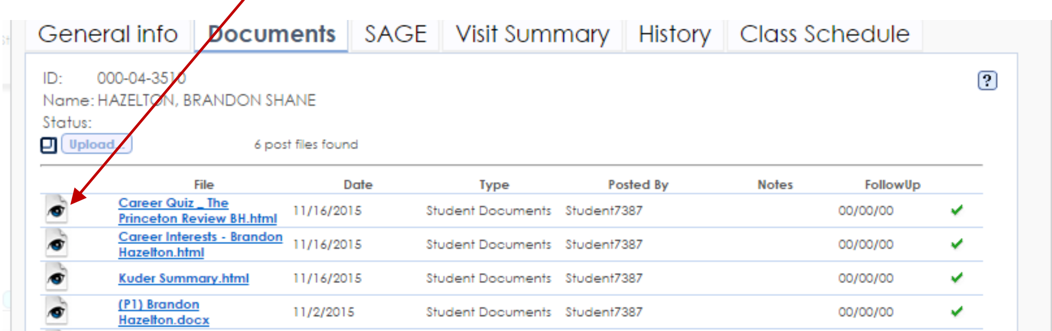


5. This will open the student's information screen.



6. Click on the **DOCUMENTS** tab to see all documents that have been posted.

7. Click on the  in the left column to view any document.



- **"A" forms are to be used at the discretion of the advisor.**