

AdvisorTrac

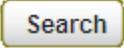
rev. 8-8-14

AdvisorTrac is a software program that allows you to make your appointments with an academic advisor on the web. Your actual appointment will occur on the date and time you select. Location will be in the advisor's office.

To make an appointment:

Advising appointments are non-recurring. If you need to see an advisor again, please make a new appointment before, during or after your advising session.

Access **MSU AdvisorTrac** from **MyMoreheadState** and select **AdvisorTrac** from the **Academics** pull down menu.

1. Login with your MSU user name and password.
 - User Name is a lowercase "m" followed by your 7-digit MSU student ID number (ie. m0123456).
 - Password is your regular MSU password for email, portal, etc.
 - Forgot your Password? Contact IT Help Desk at 606-783-HELP(4357) or Eagle Account Center Website
2. Select  to enter system.
3. Select  to select appropriate center
4. From **"Center"** pull down menu select department of your declared major (ie. **"Advising-Business Administration"**) link.
5. From the **"Consultant"** pull down menu select the **advisor** you wish to make your appointment with. This is **NOT a REQUIRED FIELD**. This field can be left empty to view all available advisors in selected department.
6. From the **"Reason"** pull down menu select the reason for meeting. This is a **REQUIRED FIELD**.
7. Enter the date range you want your appointment to begin (EX: 01/23/12 to 1/30/12). Appointment cannot be made for the same day. We need at least 24 hours notice.
8. Time range can be changed by selecting horizontal scroll bar beneath time.
9. **Monday** thru **Friday** days are automatically selected for the search.
10. Select  to begin searching for available advisors.
11. A list of advisors or advisor you selected is displayed with available appointment times.
12. Select appropriate time for your appointment.
13. **"Appointment Entry"** screen appears.

- a. Students are required to input a phone number. This will assist advisors if they need to contact student prior or after advisor appointment.
- b. Student can input notes such as **“advice on scheduling”**. This is not required.
- c. Select  to schedule appointment.
- d. A confirmation email is sent to student and advisor.

14. To **EXIT MSU AdvisorTrac** program, select  at top left corner

To Cancel an Appointment

1. Appointment can be cancelled by student or advisor no less than 24 hours before appointment.
2. To cancel appointment, login to **MSU AdvisorTrac**.
3. On the **“Welcome Screen”** you will see your **“Upcoming Appointments”**.



Upcoming Appointments
Advising – 1st Year Programs and Academic Services
appointment on 4/29/2011 at 2:00 PM with Julia Roberts
juliaroberts@moreheadstate.edu, reason: Academic,
location: Allie Young Hall 304. 

4. If the appointment listed is more than 24 hours prior to the appointment time you will see  following appointment information.
 - a. Select  to cancel appointment.
 - b. A cancellation email will be sent to advisor and student.
5. The  will not be available within 24 hours prior to appointment time.
 - a. To cancel this appointment, please email or call your advisor to cancel appointment.

View Visit History

1. Login to **MSU AdvisorTrac**
2. Select  to view student appointments in **TutorTrac, AdvisorTrac** and times spent in **Computer Study Tables**.