

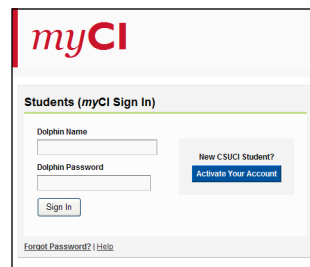
How to Access the Advisee Student Center

Advisee Student Center is a centralized page to access academic records, advisement reports, and other advisement tools.

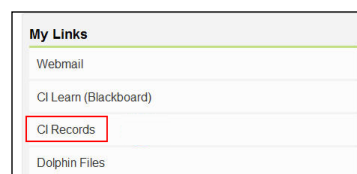
1. Open your browser and go to <http://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.
2. On the sign-in page:
 - a. Enter your Dolphin Name* (ex. first.last####)
 - b. Enter your Dolphin password*
 - c. Click on "Sign in" to log in.

*Both are case sensitive.

3. Once you are logged into myCI, click on **CI Records** in the *My Account* section.

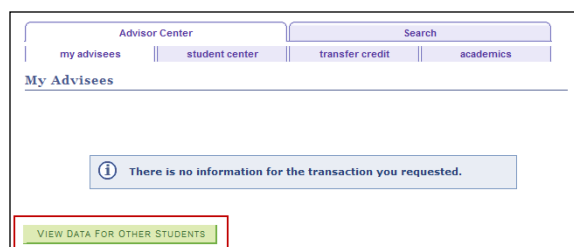


The image shows the myCI sign-in page. It has a header with the myCI logo. Below it is a section titled "Students (myCI Sign In)". There are two input fields: "Dolphin Name" and "Dolphin Password". To the right of the password field is a button that says "New CSUCI Student? Activate Your Account". Below the input fields is a "Sign In" button. At the bottom, there are links for "Forgot Password?" and "Help".



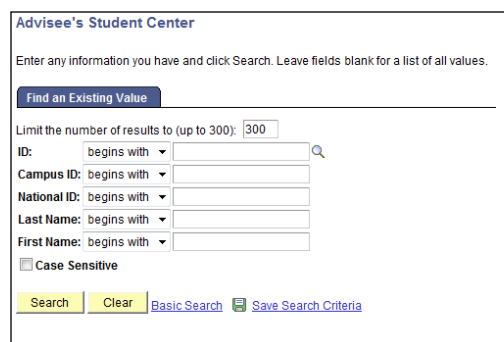
The image shows a "My Links" menu. It contains several items: "Webmail", "CI Learn (Blackboard)", "CI Records" (which is highlighted with a red box), and "Dolphin Files".

4. Navigate to:
 - a. Self Service
 - b. Advisor Center
 - c. My Advisees



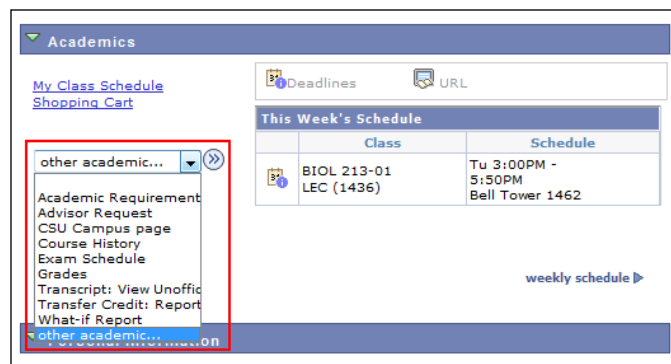
The image shows the "Advisor Center" page. At the top, there are tabs for "my advisees", "student center", "transfer credit", and "academics". Below the tabs is a section titled "My Advisees". There is a message box that says "There is no information for the transaction you requested." At the bottom, there is a button labeled "VIEW DATA FOR OTHER STUDENTS" which is highlighted with a red box.

5. Click on "View Data for Other Student"
6. Enter the student ID (or other search parameter) and click on search.



The image shows the "Advisee's Student Center" search page. It has a header with the title "Advisee's Student Center" and a search bar. Below the search bar is a section titled "Find an Existing Value". There are several search criteria: "ID: begins with", "Campus ID: begins with", "National ID: begins with", "Last Name: begins with", and "First Name: begins with". There is a "Case Sensitive" checkbox. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

7. Click on the "other academics" drop down to access:
 - a. **Academic Requirements:** CI Academic Advisement Report (CAAR) formerly the DPR.
 - b. **Course History**
 - c. **Exam Schedule**
 - d. **Grades**
 - e. **Unofficial Transcripts**
 - f. **Transfer Credit Report**
 - g. **What-If Report**



The image shows the "Academics" page. It has a header with the title "Academics" and a dropdown menu. The dropdown menu is open, showing a list of options: "Academic Requirement", "Advisor Request", "CSU Campus page", "Course History", "Exam Schedule", "Grades", "Transcript: View Unofficial", "Transfer Credit: Report", and "What-if Report". The "other academic..." option is highlighted with a red box. To the right of the dropdown menu is a section titled "This Week's Schedule" with a table of classes and their schedules.

Class	Schedule
BIOL 213-01 LEC (1436)	Tu 3:00PM - 5:50PM Bell Tower 1462

At the bottom right of the schedule section, there is a link for "weekly schedule".

For assistance with understanding the Advisee Student Center,
please contact Melissa Olague at 805-437-3135
or email melissa.olague@csuci.edu