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](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.

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

5. Click on "View Data for Other Student"

6. Enter the student ID (or other search parameter) and click on search.

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**

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