



UNIVERSITY OF MISSOURI-KANSAS CITY

Pathway help: Academic Advising Profiles

OFFICE OF THE REGISTRAR

The Academic Advising Profile is a report of a student’s transfer credit, test scores, UMKC credit, academic standing, degrees awarded, and permanent address that can be printed to assist with the advising process.

These can be printed or viewed as a PDF. Page 1 is printing instructions and page 2 is PDF instructions.

FERPA, security, and appropriate use:

- If you have a need to save this document it must be saved on a UMKC secure network or on the UMKC Box account. It should never be saved on an external drive, desktop, or on a computer drive.
- This document is NOT to be shared (printed nor emailed) with other faculty, staff, or students including the student the record pertains too.
- Anyone that needs access to the advising profile should retrieve the document through their own access in Pathway.
- Students can retrieve a copy of their own unofficial transcript in Pathway
- More information on FERPA and your obligation to protect the student record can be found at <https://www.umkc.edu/registrar/student-records/ferpa/faculty-staff.html>
- If you feel you have committed or received a communication that is a FERPA violation you must notify the Registrar immediately for next steps: Amy Cole, Registrar, coleamy@umkc.edu

Steps on how to **Print** an Academic Advising Profile

1. Login to Pathway
2. Navigate to the Academic Advising Profile page:
UM Processes and Reports > UM Student Records > Academic Advising Profile
3. The UM Printer is the CUPS printer name. If you do not know your UM Printer name, contact your IT professional or the UMKC Technology Support Center at 816-235-2000 or techsupport@umkc.edu.
 - You can set-up a default UM Printer at **Set Up SACR > User Defaults** on the **User Defaults 4** tab.
4. Click on the magnifying glass to look up the **ID** (student ID) or you may also type in the student ID if you know it.
5. Click **Run**
6. The Academic Advising Profile has now been printed; you may print another profile if you wish.

< Student Program
Academic Advising Profile

Favorites | Main Menu > UM Processes and Reports > UM Student Records > Academic Advising Profile

Student Advising Profile

Run Control ID
Report Manager
Process Monitor

Academic Institution: KCITY

User ID:

UM Printer:

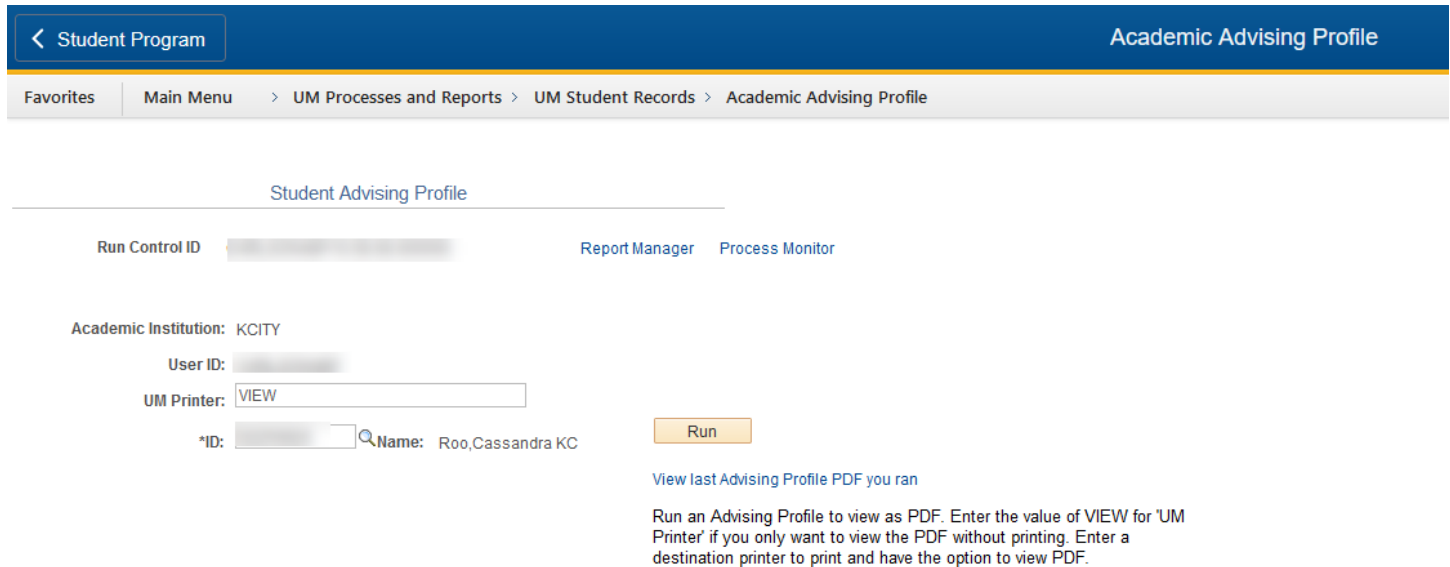
*ID:

[View last Advising Profile PDF you ran](#)

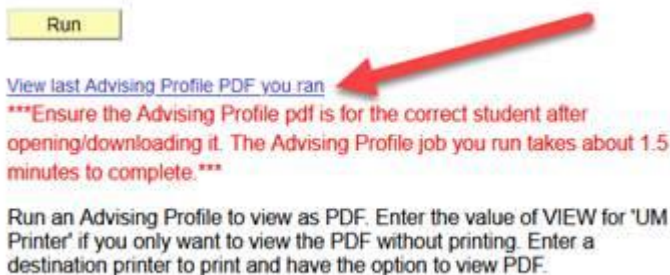
Run an Advising Profile to view as PDF. Enter the value of VIEW for 'UM Printer' if you only want to view the PDF without printing. Enter a destination printer to print and have the option to view PDF.

Steps on how to **View a PDF** of an Academic Advising Profile

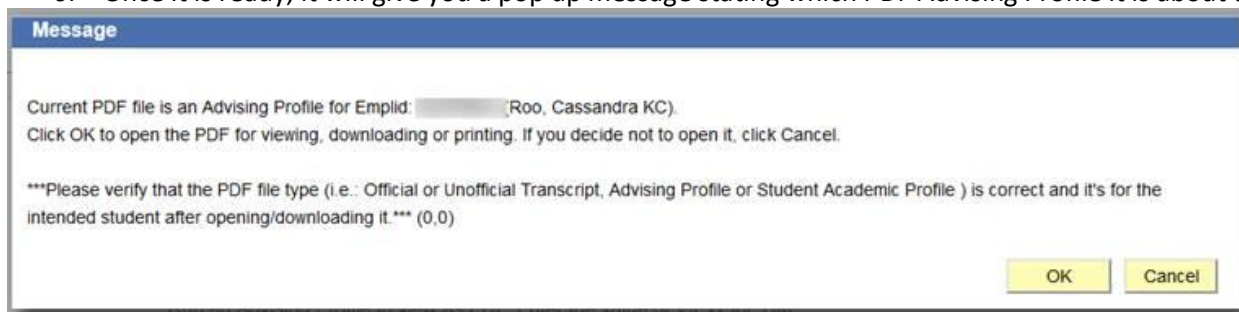
1. Login to Pathway
2. Navigate to the Academic Advising Profile page
Path: UM Processes and Reports > UM Student Records > Academic Advising Profile
3. Printer name should be entered as: VIEW
4. Click on the magnifying glass to look up the **ID** (student ID) or you may also type in the student ID if you know it.
5. Select RUN



6. You will get a pop up that tells you that you have successfully scheduled the profile and where it will be printed (in this case, VIEW will not print a physical copy)
7. Then a new message comes up to prompt you to click "View last Advising Profile PDF you ran"



8. If you click it before it is ready, it will give you a pop up message that it is still running and to try again
9. Once it is ready, it will give you a pop up message stating which PDF Advising Profile it is about to open



10. When you click "OK" it will open the PDF in a new window

If it does NOT produce the PDF after 10 minutes, please contact registrar@umkc.edu for assistance.