



Advisor Guide to the my.HTU Portal

Who Should Use this Guide?

This guide is meant for Advisors using the my.HTU portal at Huston-Tillotson University. This will outline the functions available to you.

Accessing my.HTU

When you first access the portal at <http://my.HTU.edu>, you are brought to the main public page. In the yellow log in bar area, enter your username and password.

User Name:	<input type="text"/>	Password:	<input type="text"/>	Login
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Tabs and Pages and Portlets

After you log in, you will see your name in the yellow log in bar. Just below that are the tabs that you have access to. Use these tabs to navigate around the portal.

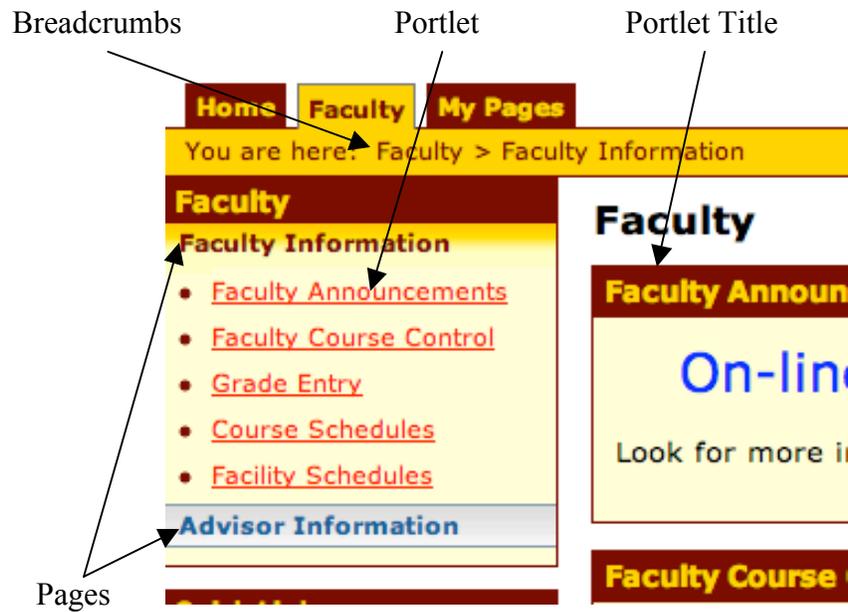
Click the Faculty tab to start.



This is the general Faculty Information area. Listed in the left margin are pages associated to this tab. Each page contains portlets, each serving a certain function, including posting or retrieving information. You will notice each portlet is also listed as a link in the left margin. You can click on these links, or click on the title in the title bar of each portlet to maximize it. However, it is not necessary to maximize each portlet before you use it.

Just below the tabs are the “breadcrumbs” you can use to navigate back through the pages and portlets.

Note: Using the Back arrow on your browser will cause the page to error out. Please use the page links and breadcrumbs to navigate.

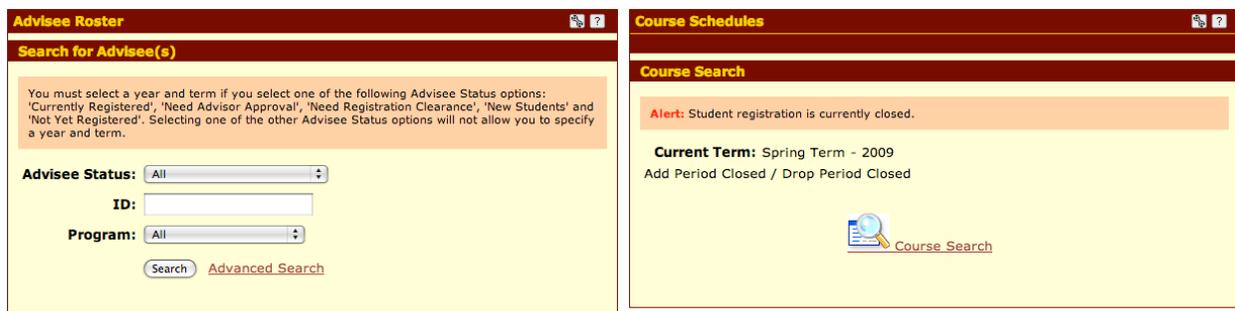


Using my.HTU for Advising

Advisor Information:

Click on the Advisor Information link in the left-hand navigation. This page displays the Advisee Roster and Course Schedules for faculty. This section of the my.HTU.edu site is accessible by all faculty members, but will only display data for HT faculty who are student advisors.

Note: to the right of the Portlet title bar there is a small wrench icon (to the left of the question mark). This wrench allows you to customize and save your setting preferences for a particular area.



Select a status, program and/or ID number to search for a specific student. Advanced Search enables you to search on fields such as degree, major and student name. Search the list by the breakdown of letters and then click the student name that you want. The student's academic information displays in the Tools and Information section, the options below are available. Use the breadcrumbs to navigate back to Advisee Details.

Advisee Details:

Tools and Information

Academic Records

[Academic History](#)
[GPA Projection](#)
[Grade Report](#)
[Unofficial Transcript](#)

Registration

[Add/Drop Courses](#)
[Student Schedule](#)
[Advanced Course Search](#)

Advising

[Course Needs](#)
[Degree Audit](#)

<i>Academic History</i>	Displays the student's high school information, test scores (SAT, ACT, etc.) and transfer information
<i>GPA projection</i>	Calculates the GPA based on projected grades for ungraded courses for the semester. Also includes a GPA calculator that will tell you what GPA you need for the semester to achieve a certain GPA overall.
<i>Grade Report</i>	Select the proper Term in the drop down box and click View Midterm or View Final Grades. If either of these options is not listed, those grades are not ready to be viewed on the portal yet.
<i>Unofficial Transcript</i>	Displays courses taken, grades received and term and career GPA information.
<i>Course Needs</i>	*** Data is currently unavailable ***
<i>Degree Audit</i>	*** Data is currently unavailable ***
<i>Add/Drop Courses</i>	Use this area to add and drop courses for a particular semester
<i>Student Schedule</i>	Displays the students' courses for a particular semester
<i>Advanced Course Search</i>	Use the parameters to search for courses by fields such as title, number, days, building and open/closed status.

Add Courses:

Click on the Add/Drop Courses link in the Advisee Details screen. This section of the my.HTU portal is used to add and drop courses for students. Select the proper Term in the drop down box and wait for the webpage to refresh. Select Undergraduate Program from the Program drop down box and wait for the webpage to refresh. To add courses, enter the course code (e.g. MTH143) and section code (e.g. 1), for up to six courses. Select the Add Courses button after the Course code and Section have been populated

Add/Drop for King, Brealon S

Term:
Program:

Add/Drop course period is OPEN. Advisor registration is open from 03/06/2009 to 04/30/2009.

You are currently registered for **0 credits**.

To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. **if you do not know the course or section codes you need, use the course search tab above.**

Course Code:	Section:	Course Code:	Section:
1. <input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>	2. <input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
3. <input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>	4. <input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
5. <input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>	6. <input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>

If you do not know the course or section codes you need, use the course search tab. Use the Title, Course Code, Term, Department, and Program fields to assist in the search for courses.

Add by Course Code | **Course Search**

Title:

Course Code:

Term:

Department:

Program:

[More Search Options](#)

If you need additional search options select More Search Options and the Course Search page will be displayed. The Course Search page provides additional search criteria that will help to find specific courses based on Method, Time/Days of the Week, Faculty, Section Status, and Min/Max Hours.

Course Search

Term:

Department:

Course Number Range: to

Title:

Course Code:

Program:

Method:

Time: To:

Meets on any day(s)
 Meets only on the selected days

Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

Faculty:

Campus:

Building:

Section Status:

Min/Max Hours: to

From the Search Results page you can add a single course by selecting the checkbox next to the Course Code or you can choose multiple courses by selecting more than one checkbox. After all of the checkboxes have been selected click the Add Courses button to complete the process.

Advisee Roster - Results

[Advisee Roster](#) > [Advisee Details](#) > [Add/Drop Courses](#) > Results

Search Results

[Search Again](#) Term: Program: Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>	SED313-1	Survey Of Exceptional Learners	Budd, Eric	25/25	Open	TR 02:00-03:15PM (08/25/2009 - 12/16/2009)	3.00	08/25/2009	12/16/2009
<input checked="" type="checkbox"/>	SED374-50	Behavior Management of Exceptional Learners	Budd, Eric	25/25	Open	00:00-00:00AM (08/25/2009 - 12/16/2009)	4.00	08/25/2009	12/16/2009
<input checked="" type="checkbox"/>	SED383-1	Physical Education for Children With Special Need	Budd, Eric	24/25	Open	MWF 01:00-01:50PM (08/25/2009 - 12/16/2009)	3.00	08/25/2009	12/16/2009
<input type="checkbox"/>	SED386-1	Practicum in Special Education	Budd, Eric	25/25	Open	MWF 02:00-02:50PM (08/25/2009 - 12/16/2009)	6.00	08/25/2009	12/16/2009

Error Messages:

If the student does not meet the necessary prerequisites or there is a conflict with the course an error message will be displayed on the screen. More than one error message may be displayed depending on the number of courses that were being added. Error messages can be removed from the screen by clicking the OK button or clicking the Clear All Alerts button.

✖ Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

PSY493-1
Course Info: TR 02:00-03:15PM (08/25/2009 - 12/16/2009)

Error: **You Have not met the prerequisites for the course. PRE-REQUISITE(S) PSY373 [D]**

Resolution: You are missing a requisite for this course or are otherwise unable to register for it. You can use the [Course Search](#) to search for a different course.

Warning Messages:

Warning messages will also be displayed if a course is added that the student has already completed. The warning message will state that the student has repeated this course previously. The course will be added to the student schedule.

🔔 Messages

LSP113-1 Added(Warning: You have repeated this course previously. The course LSP113 has been added to your schedule.)

After a course has been added it will be displayed in the Your Schedule (Registered) area of the page. This is located at the bottom of the Add/Drop Courses page.

Your Schedule (Registered)					
Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	LSP113-1	Spanish I	MWF 11:00-11:50AM (08/25/2009 - 12/16/2009)	MAIN Campus JAMO Building 104	3.00
<input type="checkbox"/>	SED383-1	Physical Education for Children With Special Need	MWF 01:00-01:50PM (08/25/2009 - 12/16/2009)	MAIN Campus EVHA Building 206	3.00

Drop Courses:

Click on the Add/Drop Courses link in the Advisee Details screen. This section of the my.HTU portal is used to add and drop courses for students. Select the proper Term in the drop down box and wait for the webpage to refresh. Select Undergraduate Program from the Program drop down box and wait for the webpage to refresh. The Your Schedule (Registered) section at the bottom of the Advisee Roster should be populated with the courses that the student has been registered for based on the Term that was selected. To drop courses, click the check box next to the course and click the Drop Selected Courses.

Your Schedule (Registered)					
Drop	Code	Title	Schedule	Location	Credits
<input checked="" type="checkbox"/>	LSP113-1	Spanish I	MWF 11:00-11:50AM (08/25/2009 - 12/16/2009)	MAIN Campus JAMO Building 104	3.00
<input type="checkbox"/>	SED383-1	Physical Education for Children With Special Need	MWF 01:00-01:50PM (08/25/2009 - 12/16/2009)	MAIN Campus EVHA Building 206	3.00

Personal Info

In the log in bar next to your name, you will see this link [\(Personal Info | Logout \)](#) Click Personal Info and then the Biographical Info area to view your address and profile information.

my.HTU Portal Q & A

Q. How do I view an advisee's unofficial transcript?

A. Click on the Faculty tab, then Advisor Information. Enter the student ID# or use the Advance Search. Click on desired student's name. Under the Tools and Information area click on Unofficial Transcript.

Q. How do I add courses for an advisee?

A. Click on the Faculty tab, then Advisor Information. Enter the student ID# or use the Advance Search. Click on desired student's name. Under the Tools and Information area click on Add/Drop Courses. Select the correct Term and Program then enter the Course Code and Section. The Course Search area can also be used to search for a specific course.

Q. How do I drop courses for an advisee?

A. Click on the Faculty tab, then Advisor Information. Enter the student ID# or use the Advance Search. Click on desired student's name. Under the Tools and Information area click on Add/Drop Courses. Select the correct Term and Program. The Your Schedule (Registered) section at the bottom of the Advisee Roster should be populated with the courses that the student has been registered for based on the Term that was selected. To drop courses, click the check box next to the course and click the Drop Selected Courses.

Q. How do I view the course requisites?

A. Click on the Faculty tab, then Course Schedules. Use the Course Search functionality to find the particular course and then click on the Course Code in the Search Results area. If Course Requisites exist for the course then the Course Requisites link will be displayed in the Course Details area. Click the Course Requisites link to view all of the requirements for the particular course.