

Finding Advisees/Student Search & Viewing Student Profiles

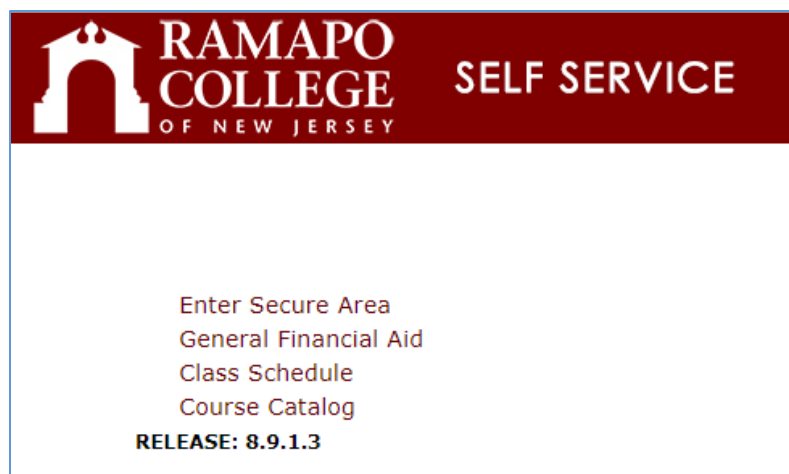
As of 1/6/2023

Background

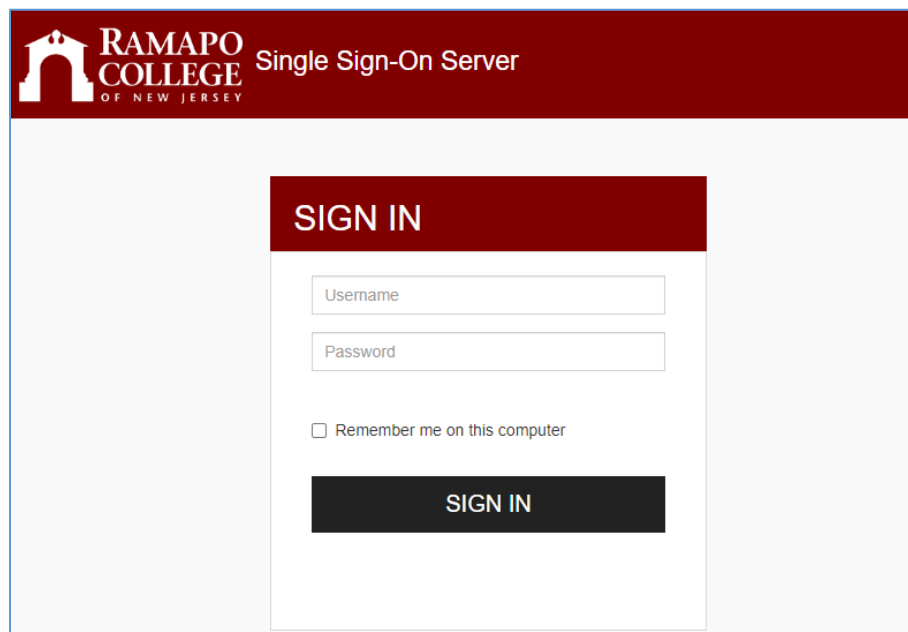
This process will walk you through how to search for an advisee or student and view their student profile. From the student's profile, you have the option to view information such as their academic transcript, student schedule, course curriculum, etc. **Note: Please contact the unit secretary to add/remove a student from a faculty advisee list.**

Steps

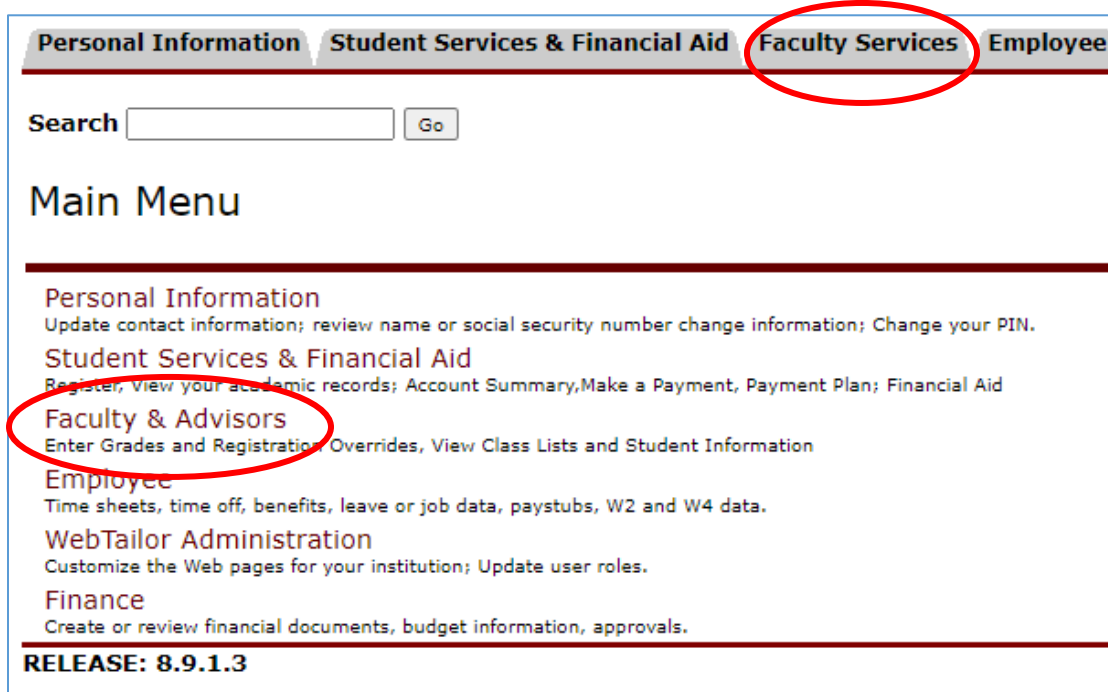
1. Go to Web Self Service
https://ssba.ramapo.edu:8443/myssb/twbkwbis.P_GenMenu?name=homepage&accessibility=true
2. Click Enter Secure Area



3. Enter your Ramapo username (without @ramapo.edu) and password (same as your Ramapo Gmail account)



4. Click on the Faculty Services tab, or the Faculty & Advisors link



The screenshot shows a web application interface with a top navigation bar containing four tabs: 'Personal Information', 'Student Services & Financial Aid', 'Faculty Services', and 'Employee'. The 'Faculty Services' tab is highlighted with a red circle. Below the tabs is a search bar with a 'Go' button. The main content area is titled 'Main Menu' and lists several categories: 'Personal Information', 'Student Services & Financial Aid', 'Faculty & Advisors' (circled in red), 'Employee', 'WebTailor Administration', and 'Finance'. Each category has a brief description of its functions. At the bottom, it says 'RELEASE: 8.9.1.3'.

Personal Information
Update contact information; review name or social security number change information; Change your PIN.

Student Services & Financial Aid
Register, View your academic records; Account Summary; Make a Payment; Payment Plan; Financial Aid

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

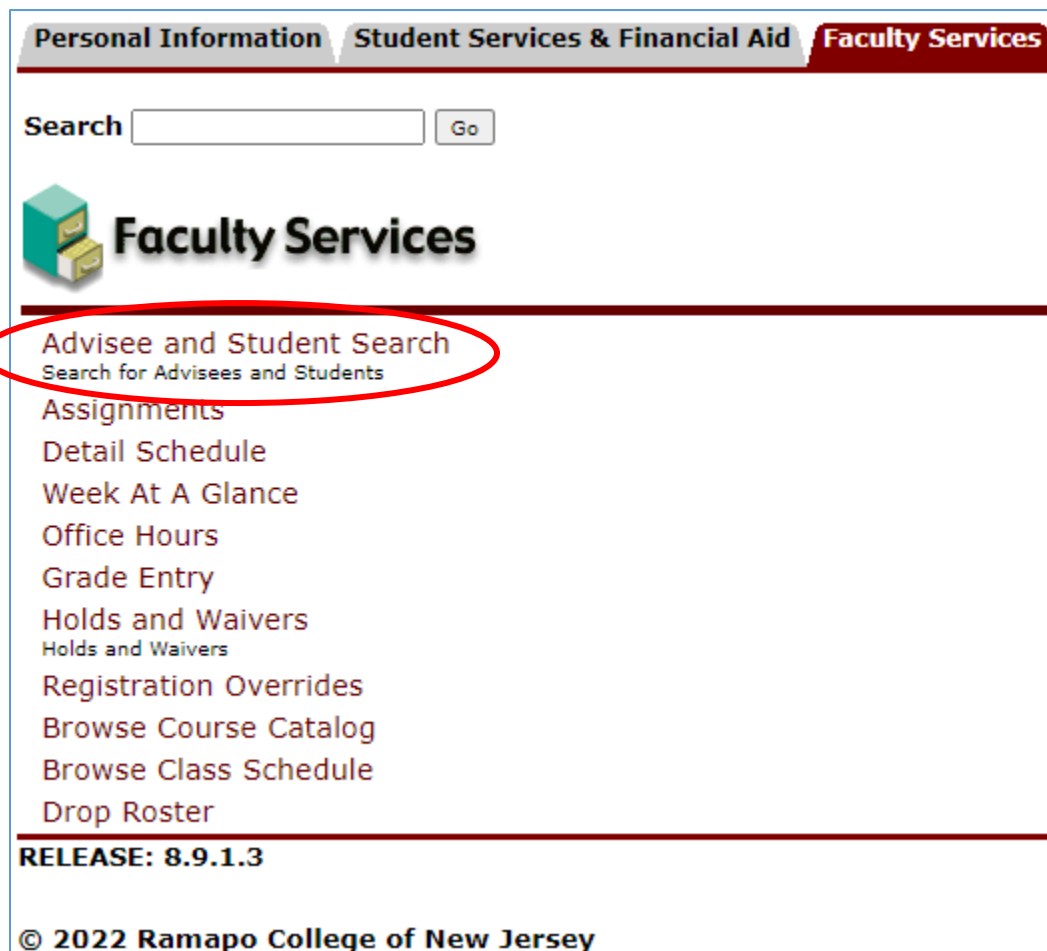
Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.

WebTailor Administration
Customize the Web pages for your institution; Update user roles.

Finance
Create or review financial documents, budget information, approvals.

RELEASE: 8.9.1.3

5. Click Advisee and Student Search



The screenshot shows the 'Faculty Services' page. The top navigation bar has three tabs: 'Personal Information', 'Student Services & Financial Aid', and 'Faculty Services'. The 'Faculty Services' tab is highlighted. Below the tabs is a search bar with a 'Go' button. The main content area is titled 'Faculty Services' and lists several links: 'Advisee and Student Search' (circled in red), 'Assignments', 'Detail Schedule', 'Week At A Glance', 'Office Hours', 'Grade Entry', 'Holds and Waivers', 'Registration Overrides', 'Browse Course Catalog', 'Browse Class Schedule', and 'Drop Roster'. At the bottom, it says 'RELEASE: 8.9.1.3' and '© 2022 Ramapo College of New Jersey'.

Advisee and Student Search
Search for Advisees and Students

Assignments

Detail Schedule

Week At A Glance

Office Hours

Grade Entry

Holds and Waivers

Registration Overrides

Browse Course Catalog

Browse Class Schedule

Drop Roster

RELEASE: 8.9.1.3

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6. Select the term for which you would like to search for a specific advisee to view their student profile information.

The screenshot shows the 'Advisee Search' interface. At the top, there is a header 'Advisee Search' in a dark red font. Below it is a grey bar with the text 'Change term, search for a student, or view your advisee listing'. Under this bar, there is a 'Term' dropdown menu currently set to 'Spring 2023'. This dropdown menu is circled in red. Below the dropdown, the text 'View advisee listing, or search by' is followed by three radio button options: 'Student ID' (which is selected), 'Student Email', and 'Student Name'. Below these options is a text input field labeled 'Student ID'. At the bottom of the form, there are two buttons: 'View Profile' and 'View My Advisee Listing'.

- a. You may also click View My Advisee Listing to see all advisees assigned to you in the selected term.

This screenshot shows the same 'Advisee Search' interface as the previous one. However, in this version, the 'View My Advisee Listing' button at the bottom is circled in red. All other elements, including the 'Term' dropdown (set to 'Spring 2023'), the search options (Student ID, Student Email, Student Name), and the Student ID input field, are identical to the first screenshot.

7. To continue searching for a student, select the method by which you want to search (R#, Email, Name). Note: When searching by name, enter last name first. After typing in the search criteria, either press Enter on the keyboard or click out of the textbox in order to illuminate the View Profile button.

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Spring 2023

View advisee listing, or search by

☒ Student ID
☐ Student Email
☐ Student Name

Student ID
[Text Box]

View Profile [View My Advisee Listing](#)

8. Confirm the name that appears under the textbox, then click View Profile

9. From the left panel, the Student Profile allows you to view:

- the student's demographic information
- curriculum
- academic standing
- registered courses
- degree evaluation
- academic transcript, etc.

Student Profile - [Redacted Name]

Term: Spring 2023

[Placeholder Image]

[Redacted Name]

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Degree Evaluation
- Degree Evaluation-Uachieve (After 2017)
- Academic Transcript
- Registration
- Student Schedule
- Registration Overrides