

Stellic: Navigate to a Student's Profile

Introduction

Advisors will navigate to Stellic through SIS to view a student's audit, plan, and schedule.

Navigate to a Student's Profile

1. [Log in to SIS](#) with your CWRU ID and associated passphrase. From the **Faculty Home page**, select the **Advising tile**.

The **My Advisees** screen appears.

2. From the **My Advisees page**, select the **student** you want to view from your list of advisees.

Alternatively, use the menu and navigate to Faculty & Advising > Advising.

The **Advisee Student Center** screen appears.

3. Use the **other academic...** dropdown to select **Academic Requirements** from the dropdown menu.
4. Click the **double arrow** icon.

Students with both an undergraduate career and a non-undergraduate career will launch a **Choose Career** tab.

Select the Career of "Undergraduate". Click the **View** link.

5. The Stellic software will open in a new tab in your internet browser directly to that student's profile.