

## Basic Tutorial for Advisors

### Step 1:

Open your web browser and navigate to: <http://my.jtsa.edu/ics>  
\*\*\*Don't forget the /ics\*\*\*

### Step 2:

Enter your username and password to logon.

- Your username is the same as the one you use for your JTS email address (minus the '@jtsa.edu').
- **For returning faculty:** Your password is your first and last initials followed by the last 4 digits of your JTS ID (which can be found on your pay stub).  
*\*e.g. if your name is John Doe and your ID is 12345678, your username would be jodoe, and your password would be jd5678*
- **For new faculty:** Your password is your first name followed by the last 4 digits of your JTS ID (which can be found on your pay stub).  
*\*e.g. if your name is John Doe and your ID is 12345678, your username would be jodoe, and your password would be john5678*
- Click "Login"

### Step 3:

Once you have logged on, you should see the following screen:

The screenshot shows the JTS College Advisor portal. At the top left is the JTS logo (The Jewish Theological Seminary). Below it is a navigation bar with 'Home', 'Advising', and 'My Pages' tabs. The 'Advising' tab is selected. Below the navigation bar is a 'Portal' section with a 'Home' link and a list of links: 'Announcements' and 'Course Schedules'. Below that is a 'Quick Links' section and a 'My Pages' section. The main content area is titled 'Portal' and contains three sections: 'Announcements' (with a 'Printer' icon), 'Course Schedules', and 'Course Search'. The 'Course Search' section shows 'Current Term: 2007-2008 Fall Semester' and 'Add Period Closed / Drop Period Closed'. A magnifying glass icon is positioned over the 'Course Search' section. A black arrow points from the 'Advising' tab in the navigation bar to the 'Announcements' section in the main content area.

Click the "Advising" Tab.

## Step 4:

Next, leaving all fields blank, click on “Search” to see the complete list of Advisees:

The screenshot shows the JTS The Jewish Theological Seminary website. The user is logged in as 'List College Advisor'. The main content area is titled 'Advising' and contains three sections: 'Advising', 'Advisor Meetings', and 'Search Course Offerings'. The 'Advising' section is expanded to show the 'Advising' page, which includes a 'Search for Advisee(s)' form. The form has fields for 'Advisee Status' (set to 'All'), 'ID', and 'Division' (set to 'All'). There is a 'Search' button and a link to 'Advanced Search'. An arrow points from the word 'Search' in the text below to the 'Search' button in the form.

“Search”

You have now pulled up the Advisees Roster and can see all advisees listed alphabetically by last name:

The screenshot shows the 'Advising' page with the 'Advising' section expanded. The 'Search for Advisee(s)' form is visible, and below it are links for 'Export to Excel' and 'Email Listed Advisees'. A navigation bar shows 'Ab - Fa | Fa - Ho | Hu - Le | Le - Ra | Ra - Sh | Sh - Wa | Wa - Ze Next Page --->'. Below this is the 'Advisee Roster for: List College Advisor' table.

FERPA Restrict	Name	Need
	Abrams, Jennifer Michelle	
	Altman, Joshua M.	
	Askenazi, Ruth Esther	
	Atkinson, Shira Lior	
	Beckwith, Jacqueline Marie	
	Billig, Jonathan Zvi	
	Bohnen, Michael	
	Brenman, Ariel David	

To see the options available to advisors, click on one of the advisees (We will use Joe Schmo as an example).

The following menu lists all the options available. Here, you can view the student's course history, the student's schedule, and Add/Drop courses.

### Advising

**Advisee Roster - Advisee Details**  
[Advisee Roster](#) > Advisee Details

**Joe Schmo**

Enrolled Date: 9/5/2006      Degree: Master of Arts  
Max Credits: 999.9

**Tools and Information**

<b>Academic Records</b> <a href="#">Academic History</a> <a href="#">Course History</a> <a href="#">GPA Projection</a> <a href="#">Grade Report</a> <a href="#">Unofficial Transcript</a>	<b>Housing</b> <a href="#">Residence Info</a>
<b>Advising</b> <a href="#">Advisee Meetings</a> <a href="#">Degree Audit</a>	<b>Registration</b> <a href="#">Add/Drop Courses</a> <a href="#">Student Schedule</a> <a href="#">Advanced Course Search</a>

### Step 5:

To register the advisee/student for courses, click on “Add/Drop Courses.” You will see the following screen:

Welcome back List College Advisor ( [Personal Info](#) | [Logout](#) )

Home **Advising** My Pages

You are here: [Advising](#) > [Default Page](#)

**Advising** [Printer](#)

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

**Add/Drop for Schmo, Joe**

Term:  Division:

The Add Period is open from 9:00 AM on 10/2/2007 until 5:00 PM on 11/1/2007 and the Drop Period is open from 9:00 AM on 10/2/2007 until 5:00 PM 11/1/2007.

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

**Add by Course Code**

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

Course Code:	Section:	Course Code:	Section:
1. <input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>

Click on “Course Search”

Welcome back: List College Advisor ( Personal Info | Logout )

Home **Advising** My Pages

You are here: Advising > Default Page

**Advising** Printer

**Default Page**

- [Advisee Roster](#)
- [Advisor Meetings](#)
- [Search Course Offerings](#)

**Quick Links**

My Pages

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**Advising**

**Advisee Roster - Add/Drop Courses**

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

**Add/Drop for Schmo, Joe**

Term:  Division:

The Add Period is open from 9:00 AM on 10/2/2007 until 5:00 PM on 11/1/2007 and the Drop Period is open from 9:00 AM on 10/2/2007 until 5:00 PM on 11/1/2007.

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

Add by Course Code **Course Search**

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location	Credits
No Current Courses for the selected Term and Division.					

Now click on "Search" to pull up all available courses for the semester selected in the drop-down menu.

<input type="checkbox"/>	<a href="#">BIB_5453</a>	BABYLONIAN	Milgram, Jonathan	11/15	O	R 10:20 AM-12:10 PM
<input type="checkbox"/>	<a href="#">BIB_5560</a>	BIBLICAL GRAMMA	Marcus, David I.	1/15	O	W 8:20 AM-10:10 AM
<input type="checkbox"/>	<a href="#">BIB_5612</a>	FIVE MEGILLOT	Sperling, David	0/25	F	W 3:40 PM-5:30 PM
<input type="checkbox"/>	<a href="#">BIB_5827</a>	FIRST KINGS	Keller, Sharon	28/35	O	M 1:20 PM-3:10 PM
<input checked="" type="checkbox"/>	<a href="#">BIB_6011</a>	HIST OF BIB ISR	Keller, Sharon	9/25	O	M 10:20 AM-12:10 PM
<input type="checkbox"/>	<a href="#">BIB_6101</a>	MEKHINAH I	Herzberg, Walter	32/40	O	W 1:20 PM-3:10 PM M 3:40 PM-5:30 PM
<input type="checkbox"/>	<a href="#">BIB_6103</a>	SURVEY OF BASIC	Kalmanofsky, Amy	32/40	O	TR 10:20 AM-12:10 PM
<input type="checkbox"/>	<a href="#">BIB_6130</a>	THEOLOGICAL ISS	Geller, Stephen A. Gillman, Neil	0/40	F	T 10:20 AM-12:10 PM
<input type="checkbox"/>	<a href="#">BIB_6307.1</a>	MIQ GED. 1	Herzberg, Walter	2/20	O	F 10:20 AM-12:10 PM T 3:40 PM-5:30 PM

AN - BA | [BI - ED](#) | [ED - HA](#) | [HA - HE](#) | [HE - HI](#) | [HI - LI](#) | [LI - ME](#) | [ME - MU](#) | [MU - PR](#) | [PR - TA](#) | [TA - TA](#) [Next Page -->](#)

To Add courses, click the check boxes next to the desired courses, and then click on "Add Course."

\*If you see the following, click on "Add Course" once again, without changing the number of credits:

## Advising

[Printer F](#)

### Advisee Roster - Add/Drop Courses

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

#### Add/Drop for Schmo, Joe

Term:

Division:

The Add Period is open from 9:00 AM on 10/2/2007 until 5:00 PM on 11/1/2007 and the Drop Period is open from 9:00 AM on 10/2/2007 until 5:00 PM 11/1/2007.

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

#### Variable Credit

##### ART 5535

Course Info: T 3:40 PM-5:30 PM

Error: **Variable Credit Course**

Resolution: This is a variable credit course. You must indicate the number of credit hours you would like to take it for before registering.

Credit Hours:  (Must be between 0 and 3)

#### Add by Course Code

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

Course

Section

Course

Section

A seat should now be reserved for the student awaiting advisor approval, as you can see on the following screen:

Advisee Roster - Add/Drop Courses

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

#### Add/Drop for Schmo, Joe

Term:  Division:

The Add Period is open from 9:00 AM on 10/2/2007 until 5:00 PM on 11/1/2007 and the Drop Period is open from 9:00 AM on 10/2/2007 until 5:00 PM on 11/1/2007.

You are currently registered for **0 credits**. You are pending registration for **3 credits**.

#### Messages

ART 5535 - Successfully added to registration record.

#### Add by Course Code

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

Course Code:	Section:	Course Code:	Section:
1. <input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>

#### Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
No Current Courses for the selected Term and Division.					

#### Awaiting Advisor Approval

Approve	Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	<input type="checkbox"/>	ART 5535	A HISTORY OF SYNAGOGUE ARCHITECTURE	T 3:40 PM - 5:30	3080 Broadway, New York, NY Kripke Tower 306	3

**! Advisor's approval is required for these courses before registration can be completed.**

Click on the check box "Approve" then click on "Advisor Approval" to make this a Current registration. The course will be current and the status will change to reflect that.

To Drop the Course, click the check box next to "Drop" and then click "Cancel Selected Approval Request(s)."

\*If a course is full, you will see the following message:

**TAL 2011**  
Course Info: TR 10:20 AM-11:35 AM  
Error: **Failure | Errors Causing Failure: Course Full**  
Resolution: This section is full, but there is a waitlist you can join. **Currently there are 0 student(s) on the waitlist.** To join the waitlist, click the "Waitlist" button below. Otherwise you can check for other sections if you want to try and find one that isn't full that you could register immediately. ([Check for other sections](#))

**Add by Course Code**

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

Course Code:	Section:	Course Code:	Section:
1. <input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>

**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location	Credits
No Current Courses for the selected Term and Division.					

Click "Add to Waitlist" to place the student on the waitlist for the course, or "Don't Add" to leave the student off.

\*If you are a member of the JTS Faculty, you will also see a "Faculty" tab available to you:

**Home** **Advising** **Faculty** **My Pages**

You are here: Home

**Portal**

**Home**

- [Announcements](#)
- [Course Schedules](#)

**Quick Links**

**My Pages**

**Portal**


**Announcements**

You have no incoming announcements.

**Course Schedules**

**Course Search**

**Current Term:** 2007-2008 Fall Semester  
Add Period Closed / Drop Period Closed

 [Course Search](#)

Here, you will have access to additional online resources, including Class Schedules, Class Lists, and Grade Entry. That's right! Grades will now be entered online. When the grading period is open, click the Grade Entry links and select from a dropdown list of options for "Final Grade."

\*\*\*Please call the Department of Information Technology with any questions or concerns\*\*\*