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:

Click the “Advising” Tab.
Step 4:

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

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

**Step 5:**

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 5453</td>
<td>BA BY OMAN</td>
<td>1/15</td>
<td>Migram, Jonathan</td>
<td>R</td>
<td>10:20 AM-12:10 PM</td>
</tr>
<tr>
<td>BU 5560</td>
<td>BIBLICAL GRAMMA</td>
<td>1/15</td>
<td>Marcus, David J.</td>
<td>W</td>
<td>8:20 AM-10:10 AM</td>
</tr>
<tr>
<td>BU 5612</td>
<td>FIVE MEGILLOT</td>
<td>0/25</td>
<td>Spierling, David</td>
<td>W</td>
<td>3:40 PM-5:30 PM</td>
</tr>
<tr>
<td>BU 5827</td>
<td>FIRST KINGS</td>
<td>28/35</td>
<td>Keller, Sharon</td>
<td>M</td>
<td>1:20 PM-3:10 PM</td>
</tr>
<tr>
<td>BU 6011</td>
<td>HIST OF BB ISR</td>
<td>9/25</td>
<td>Keller, Sharon</td>
<td>O</td>
<td>10:00 AM-12:10 PM</td>
</tr>
<tr>
<td>BU 6101</td>
<td>MEKHINAH I</td>
<td>32/40</td>
<td>Herzberg, Walter</td>
<td>W</td>
<td>1:20 PM-3:10 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>3:40 PM-5:30 PM</td>
</tr>
<tr>
<td>BU 6103</td>
<td>SURVEY OF BASIC</td>
<td>32/40</td>
<td>Kamonsky, Amy</td>
<td>TR</td>
<td>10:00 AM-12:10 PM</td>
</tr>
<tr>
<td>BU 6130</td>
<td>THEOLOGICAL ISS</td>
<td>0/40</td>
<td>Geiter, Stephen A.</td>
<td>F</td>
<td>10:00 AM-12:10 PM</td>
</tr>
<tr>
<td>BU 6307.1</td>
<td>MUSICAL ISS</td>
<td>2/20</td>
<td>Herzberg, Walter</td>
<td>O</td>
<td>10:20 AM-12:10 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td>3:40 PM-5:30 PM</td>
</tr>
</tbody>
</table>

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

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:

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:

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***