

Purpose: This document explains to faculty how to access personal data regarding a specific student.

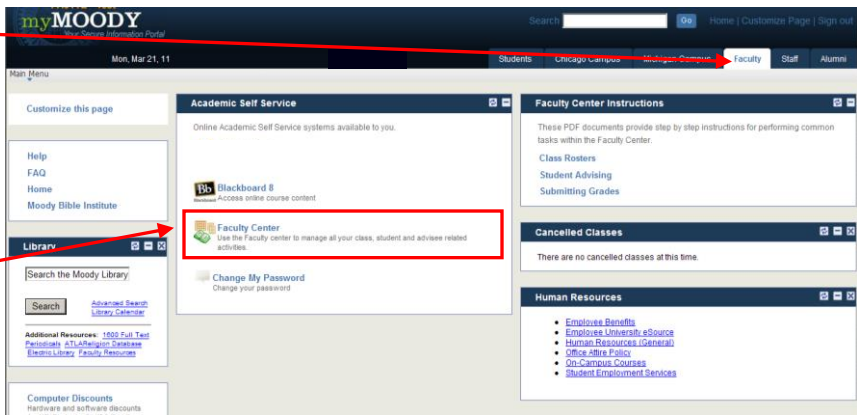
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1) Login to the myMOODY Portal

- 1. Login to the myMOODY portal at <http://my.moody.edu> using your MBI-assigned user ID and password. *Note: If you do not know your User ID or Password, contact the ITS Service Desk at 312-329-4067 for assistance.*

- 2. After logging in to the portal, click the **Faculty** tab. This page provides content specifically relevant to faculty.



- 3. To access all academic records, click the link to the **Faculty Center**.

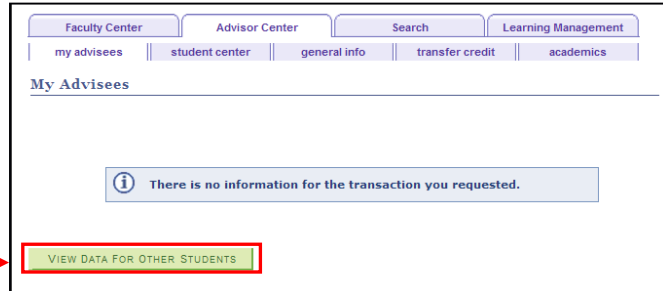
2) The Faculty Center

Within the Faculty Center, you can manage academic information pertaining to your courses and students. This includes **Grades, Class Rosters, and Student Biographical Data**.

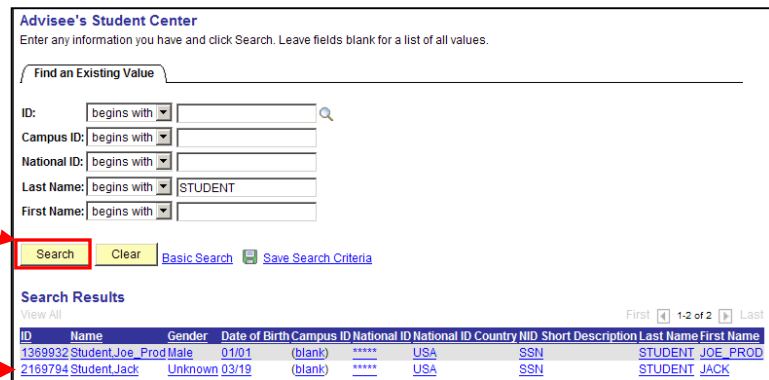
- 1. Click the **Advisor Center** link.



2. Select an advisee from the list. If none are listed, then your department chair has not assigned any advisees to you.
3. To look up a student who is not your advisee, click **View Data For Other Students**.



4. You can search for a student using several different criteria. Most useful are **ID, First Name, and Last Name**.
5. Click the **Search** button.
6. If more than one student matches your search criteria, click their name in the list of search results.



3) Student Advising

Within the **Student Center**, you can access specific information about individual students. This information includes class schedules, biographical info, and academic info.

My Advisees	Student Center	General Info	Transfer Credit	Academics
<i>Click here to look up a different student.</i>	<i>Displays an overview of the student's current classes.</i>	<ul style="list-style-type: none"> • Holds • Student Groups • Gender • Marital Status • Names • Addresses • Contact Info 	<i>Displays transfer credits from other schools, if applicable.</i>	<ul style="list-style-type: none"> • Academic program • Enrollment status • Course history • Grades • GPA

Advisee Student Center

Jack Student

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic...

This Week's Schedule

	Class	Schedule
	BI 1112-01 LEC (1217)	TuTh 8:00AM - 9:50AM Alumni Auditorium
	ED 3330-01 LEC (1665)	Online Classroom

[weekly schedule ▶](#)

Personal Information

[Demographic Data](#)
[Emergency Contact](#)

Contact Information

Permanent Address Withheld	Billing Address None
Primary Phone None	Home E-mail None

[Return to Search](#) [Notify](#)

Should you encounter any trouble when looking up this information, please feel free to contact the ITS Service Desk at 312-329-4067.