



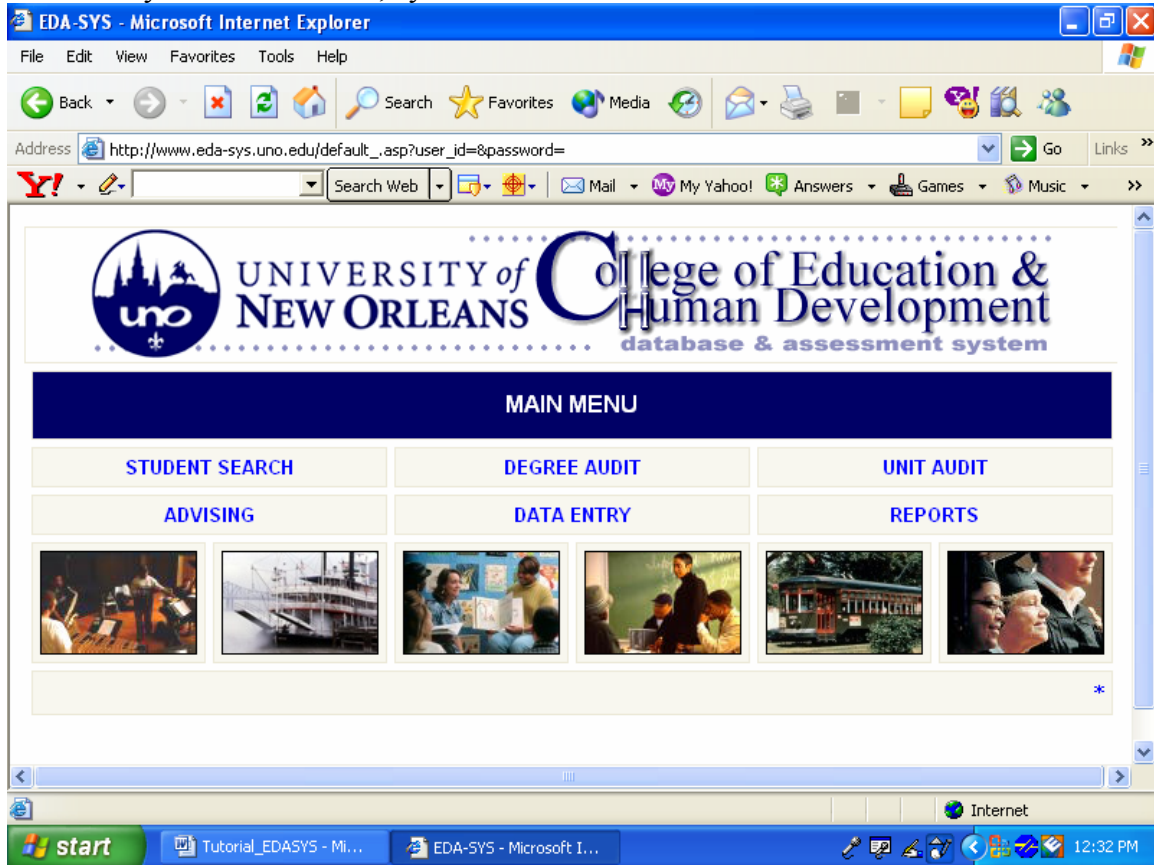
Using EDASYS for Advising

The web address is

<http://www.edasys.uno.edu/>

Log on with your university e-mail,
and use the password that you would use to access e-mail.

Below is the “home screen” for EDA-SYS.
Each time you click “HOME,” you will be returned to this screen.

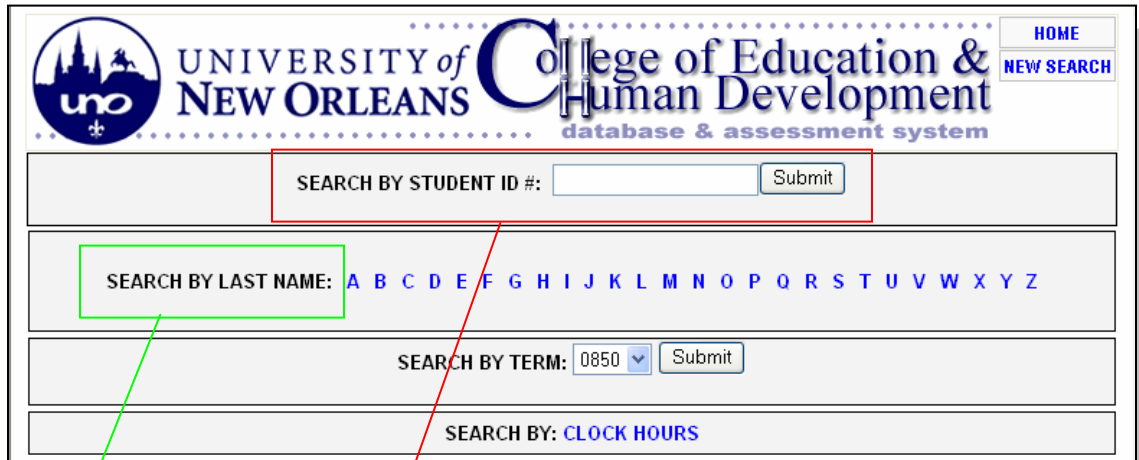


¹ If you wish to change your password, you may do so by e-mailing kyle.scafide@uno.edu.

On this home screen, most advising needs can be served NOT by starting with the “advising” button, but rather with the “STUDENT SEARCH” button.

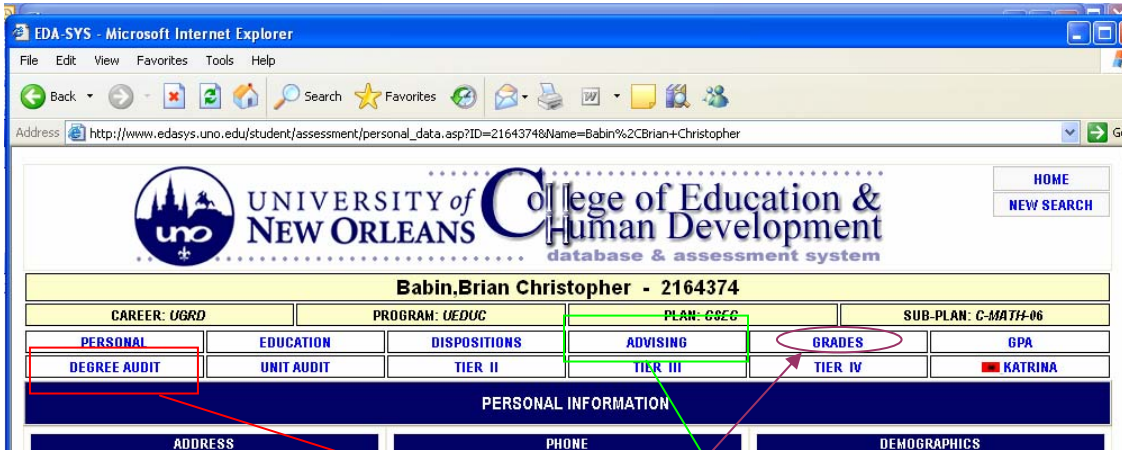


If you click on this link, the screen below will appear.



If a candidate knows his/her **Student ID**, then simply entering those numerals and hitting “Submit” would be the fastest way to get where you want to go. Otherwise, it’s quite easy to **search by last name**.

When you find the candidate's name and select it, you will be directed to the "personal" page with the address, etc.



The button you are most interested in is "degree audit," but only for initial teacher prep programs. This feature will provide you with the candidate's educational history as well as what remains to be taken in his/her chosen program. Sometimes, the easiest way to see a candidate's history is by using the "grades" function. All courses and grades are listed here, and all at one time! It's a great feature of the system.

Another part of the database that you will find helpful is the "advising" section. Feel free to enter comments in this section; in fact, entering a bit of information each time you advise a candidate would provide a good record for future reference.