# How to View Academic Advisement Report

This guide will show you how to view and print an Academic Advisement Report (AAR) in ctcLink. AARs are useful for reviewing your advisees' academic requirements. The Green River College IT Help Desk can help if you have problems with sign-in credentials, usernames or passwords.

Directions

1. If you are not already on the **Advisor Homepage**, use the drop-down menu to navigate there.
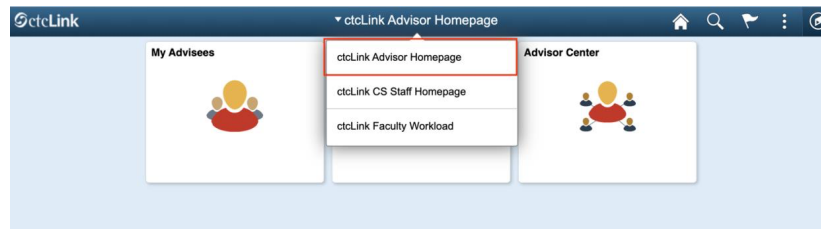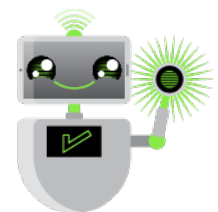

2. Click the **Advisor Center** tile.
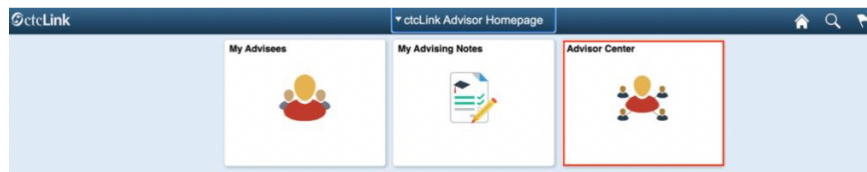
3. The **My Advisees** page will display. You have several options to select the student you would like to see.

   A. Click the **View Student Details** link on the list to see one of your current advisees.
   B. Click the **View data for other students** button to search for a student who is not one of your advisees.

C. On the left panel, click **Student Center**. If you want to see information on a different advisee, use the **Change Advisee** drop-down menu to select the name and click the **Change** button.

4. Your advisee's information will display. From this page you will have access to:
    - Currently enrolled classes
    - Enrollment dates (note: with ctcLink, we now use the term "enrollment" rather than "registration")
    - Milestones
    - List of things to do
    - Academic Advisement Report
    - Unofficial transcripts
    - Credits transferred in from another institution
    - Course history
    - What-If Report (covered in another document)
5. To see the Advisement Report, select **Academic Requirements** from the drop-down menu.
6. Click the **Go** icon **[>>]** to the right of the menu.
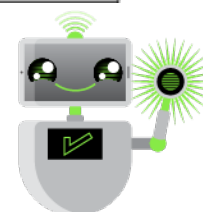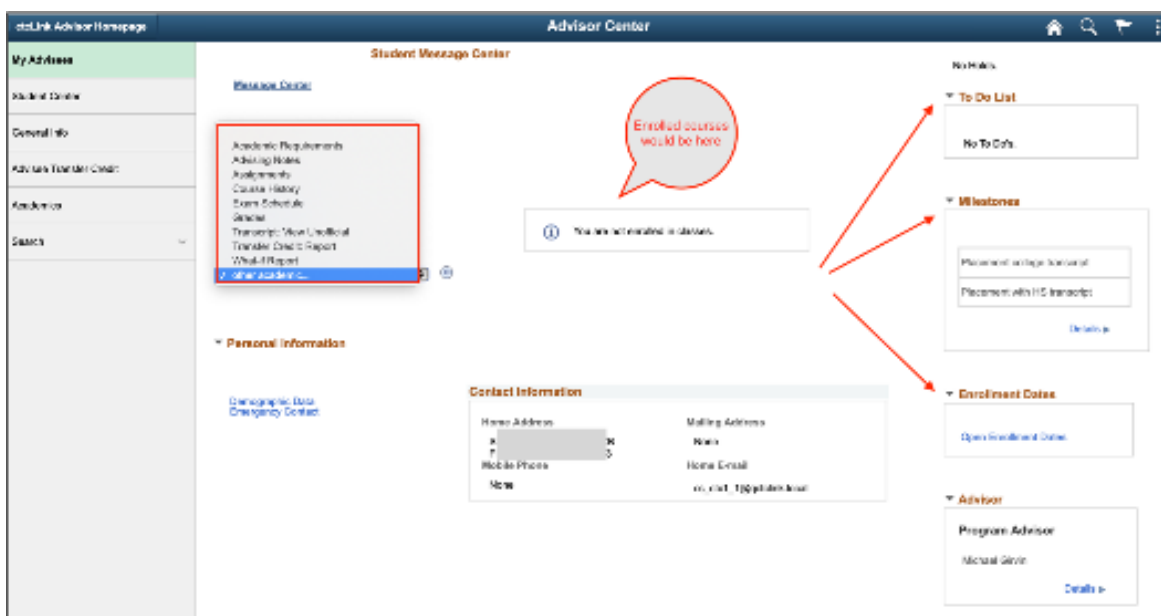
7. Based on the student's declared program, the report will load.

8. Scroll down to see courses that remain to fulfill requirements.

9. To create a printable document, click **View Report as PDF**.

10. The PDF will display.