

# **LoboAchieve 2.5**

# **Advisor Guide**

Updated 1/21/19



#### **Home Page**

The Home Page will be your landing page when you first log in to the system, which will display any upcoming appointments on your calendar. There are filtering options to see cancelled, completed, and/or walk-in appointments.

The appointments that have not been marked as missed, cancelled, or have notes entered will show up under the unresolved appointments section. All appointments must be noted as missed, cancelled, or have notes entered in order for them to be marked as complete.





#### Profile

The **Profile** tab will include information about yourself. You MUST update your title (you should indicate what department you advise for in your title), but should update all areas in this tab. To update your profile information click on the arrow right of your name and selecting "Profile & Settings".

	Profile & Settings	
	Profile Settings	
GENERAL INFORMATION		
Bio		
TELL US ABOUT YOURSELF		
ADVISING POSITIONS		
Department of Silver		
Senior Academic Advisor		
OFFICE LOCATION		
EPAC		
POSITION DESCRIPTION		
Advises pre licensure nursing & exploratory majors		
	NO CHANGES	

The **Settings** tab will allow you to enable Outlook Integration. By selecting "Enable Outlook Integration", you are granting access for LoboAchieve to connect to your Outlook calendar. All users with an "@unm.edu" Outlook calendar will be able to see scheduled appointments on their calendar as "busy" and unscheduled availability as "free". All meetings scheduled in Outlook will block over availability built in LoboAchieve.





#### **Viewing Student Records**

From the Menu bar, click on the **Students** tab. You can search the student by their ID # or name. Only active students will be in LoboAchieve. Visit summaries for inactive students should be left in LoboWeb. Please keep in mind that any visit summaries for prospective students cannot be captured through LoboAchieve or LoboWeb at this time.

Q Search Students			49041 STUDENTS	CONNECTED ONLY
NAME	NET ID	BANNER ID		PROGRAM
RA	raaker	101095732		MBA-BADM
ZA				NONDEG-GR

To search for a student, type in the student's ID # or name. Select the appropriate student by clicking on their name, which will display the student's profile. The **General** tab on this page will include basic program information about the student as well as any upcoming appointments.

		Ceneral History Transcript	
Bri Bec		PROFILE BIO No Bio Academic Goalis No Academic Goalis Califier Goalis	
PROGRAM:	BBA-FBAD-MG		
FIRST MAJOR:	Pre Business Administration	ATTRIBUTES	
STUDENT LEVEL:	Undergraduate	NO ALLIDUCES	
TIME STATUS:	Fuilline	ASSOCIATED ADVISING OFFICES	
ADMITTED:	Fail 2018	No Associated Offices	
ACADEMIC STANDIN	0:	UPCOMING APPOINTMENTS	
		S Shannon Jaramillo	🛱 Jan 10th 20
		Kelley Parker	🞽 Jan 10th 20
		RP Rachel Perovich	🚔 Jan 10th 20
		Dn Daniel Tyrone Begay	🖬 Jan 16th 20
		CL Christopher Larranaga	<b>ä</b> Jan 25th 20

The **History** tab will include all appointment visit summaries, non-appointment comments, and any uploaded documents.

		Ceneral History Transcript	
	АН	Search History	
BE	ECIN SESSION	VOUR COMMENT Same day appointment. Student needs help connecting with campus resources. Kelley/EPAC VISIT SUMMARY Discussed internship with Sandia and next career steps.	
PROGRAM:	BA-FSHS-AS	APPOINTMENT REASONS	
FIRST MAJOR:	Pre Speech & Hearing Sciences		
STUDENT LEVEL:	Undergraduate	VISIT SUMMARY	
TIME STATUS:	FullTime	Christopher Larranaga (0 Jan 5	€, 2019
CLASSIFICATION:	Junior, 3rd Yr	VISIT SUMMARY	
ADMITTED:	Spring 2017	Met with student today and reviewed now the first week of courses is going, student is concerned with response you are amount of work it might entail, student is worried about being in such a large class. Helped student find a different section of Psy 105, which has a smaller amount of students and will follow up with m before the lard students. Student field a different section of Psy 105, which has a smaller amount of students and will follow up with m before the lard students. Student field a different section of Psy 105, which has a smaller amount of students and will follow up with m before the lard students. Student field as the second students are the work and not be councided and Student for a with all other to the second student student for a student field as the second students are the work and not be councided and Student for a with all other to second students are student for a student field as the second student student for a student fo	ie
ACADEMIC STANDI	NG: Good Standing	courses and feels comfortable returning to me for advise or any questions they may have.CL	
		APDOINTMENT REASONS	9, 2019
		Fuse.exe	



The **Transcript** tab will include course information from the student's record. Please remember that the information displayed here is <u>unofficial</u>. **Always** refer to the student's official transcript, which can be accessed in Loboweb.

			Genera	History T	ranscript	
Z	A	NON DEGREE GRA	DUATE NON E	EGREE UNDEI	RGRADUATE UNDERG	RADUATE
		GPA	ATTEMPTED	CREDITS	EARNED CRE	DITS
		3.358	264		219	
BEGINS	SESSION	Current Courses				
NON-APPOINTM	IENT COMMENT					
		FALL 2013		GPA: 3.417	Credit Hours: 12/16	Quality Points:
ROGRAM:	NONDEG-GR	ASTR 101 Intro To Astronomy		Credits: 3	Grade: B-	Points: 8.01
RST MAJOR:	Non-Degree	HIST 349 US Military To 1900		Credits: 3	Grade: A	Points: 12
UDENT LEVEL:	Non Degree Graduate	ASTR 101L Astronomy Labora	tory	Credits: 1	Grade: W	Points: 0
IE STATUS:	Unspecified	AFST 106 Elementary Arabic I		Credits: 3	Grade: W	Points: 0
ASSIFICATION:	Non Degree Graduate	AFST 397 T: Race, Family and	the Law	Credits: 3	Grade: B	Points: 9
MITTED:	Fall 2013	AMST 357 T: Rewriting Slavery	,	Credits: 3	Grade: A	Points: 12
DEMIC STANDING:	Good Standing					

#### **Building Appointment Availability**

The term "Templates" will be used throughout this section. Templates contain appointment details, such as the appointment type, location, and description. You will need to create availability first before creating a Template, which will be discussed in more detail later on.

Follow the steps outlined below to build your availability for students to make appointments with you:

1. First, click on your calendar tab at the top of the page. From here you can select the view of your preference (Month, Week, or Day).





2. Next, select the "Manage" option located at the top right corner of the calendar:

A HON	AE 🛑 CALENDAR 🖀 STUDE	NTS 🛱 SCHEDULING 🧃	HISTORY SWAITING RC	OMS	SS	Shannon 🗸 🌲
молтн	WEEK DAY	$\odot$	JANUARY -	$\odot$	_	MANAGE
SUN	MON	TUE	WED	тни	FRI	SAT
		•	1 2	•	3	4 ξ

3. Once you select this option, you will see a menu of options. From this list, select "New Availability"



4. After selecting "New Availability," you will see:

1 2	3		
lew Appointment Description			
USE EXISTING	CREATE NEW		
Select One	~		
Select One	~		
CANCEL NEXT			

You will have the option to use an existing template (one that you have previously created) or create brand new availability. Please keep in mind that you will need to create <u>separate templates</u> for each type of appointment type: Walk-ins, Scheduled Appointments, and Group Appointments).



5. Select "Create New" and fill out the template with information (view example below):

USE EXISTING	CREATE NEW
IAME	
Spring 2019 Hold Removal Appointme	ent
SESCRIPTION FOR STUDENT	
During this meeting you will be expect semester's courses.	ted to bring a tentative schedule to discuss your next
During this meeting you will be expect semester's courses. OCATION University Advisement and Enrichmen	ted to bring a tentative schedule to discuss your next
During this meeting you will be expect semester's courses. OCATION University Advisement and Enrichmen YPE Appointments Walk-In PPOINTMENT DURATION	ted to bring a tentative schedule to discuss your next t Center room 170 GAP

Once you fill out the information for the new template, click "Next".

6. On the next screen, click and drag the availability block from the desired start time to the desired end time:

Create a block of availability by clicking and then dragging until the block is the desired size. You can edit and resize the block once it has been created.

7. Once you click and drag, release the mouse. The following will appear:

test again •••	📋 START DATE
9:00am - 9:30am	1/14/2019
	© START TIME © END TIME 9:00 AM 11:00 AM
9:40am - 10:10am	# SLOTS REPEAT
	3
10:20am - 10:50am	⊗ок

You can modify the start time and end time, the number of appointment slots you would like to have within the block, and have a visual example of what it might look like.



8. You can select the "Repeat" option if you would like to repeat this availability block on certain days and until what date you would like to repeat this availability until:



9. Once you fill out the required information in this window, select "OK" and click "Next" located on the top right corner of your calendar page.



Remember to click **NEXT** on the work you have completed, otherwise you will lose your progress.



10. The next window will ask you to confirm the appointment availability block you are trying to create:

0	2 3
You are about to create the following availa	ability block:
☐ START DATE 01/17/19	© тіме 10:30am - 12:15pm
ଟ REPEATS ON Monday, Tuesday, Wednesday, Thursday	CREPEATS UNTIL 01/31/19
# APPOINTMENTS 3	© DURATION 30 minutes with a 5 minute gap
• LOCATION University Advisement and Enrichment Center room 170	BLOCK NAME     Spring 2019 Hold Removal Appointment
DESCRIPTION FOR STUDENT During this meeting you will be expected to semester's courses.	bring a tentative schedule to discuss your next
BACK CANCEL CREA	ТЕ

Read the information carefully to make sure it contains the correct information for the block you are trying to create. If you need to make corrections, click the "Back" button. If the information on this screen is correct, click "Create."

11. The availability block confirmation window will disappear and, if there are no issues, you will see a confirmation message on the bottom right hand corner of your screen like this:



If you accidentally double-booked yourself you will see the following message:

⚠ This block has 4 conflicts with other availability. No new availability will be created on conflicting days.

▲ HIDE CONFLICTS

01/24/19 01/29/19 01/31/19 02/05/19



## **Building Group Appointment Availability**

You will need to create Group Appointments separately. To create group appointments, follow these steps:

1. Go to the "Manage" menu and select "New Group Appointment":



2. Next, similar to appointments, you will have the option to use an existing template you've already created or create a new one. Select "Create New" and fill in the text fields provided with pertinent information, including the capacity:

0	- (2)	3
USE EXISTING	CREATE NEW	
NAME		
DESCRIPTION		
LOCATION		
10		

3. Click "Next." Similar to creating appointments, you will need to click and drag until the group appointment block displays the desired length of time. You will be able to edit this information when you release the mouse. To proceed, click "OK" then "Next" on the top right corner of your calendar screen.



4. Review the information for the block you are trying to create. To confirm and create this block, select "Create." To modify the information, select "Back."

1	3		
You are about to create the following availability block:			
© date 01/14/19	© тіме 9:00am - 11:00am		
APPOINTMENT NAME     Workshop	Q LOCATION UAEC 170		
DESCRIPTION FOR STUDENT Please bring			
BACK	CREATE		

Currently, <u>repeating group appointments is not available</u> and you may need to create each group appointment separately. Please check back later for the most up-to-date information.

#### **Accessing and Modifying Existing Templates**

Once you have created a template you will have the ability to modify or delete it. To do so, select the "Manage" option in the top right-hand corner of your Calendar tab and click on "Templates"

CES	SS Shannon 🗸 🌲
	🌣 MANAGE
	New Availability
2	New Group Appointment
, in the second	Templates
	Availability Blocks

A list of previously created templates you've created will appear:

Templates		×
appt 30 min	Appointment	
Spring 2019 Hold Removal Appointment	Appointment	
test	GroupAppointment	
test appt	Appointment	
walk in test	Walkin	



When you select a template, you can edit the template's information or delete it:

← Spring 2019 Hold Removal Appointment	×
NAME	
Spring 2019 Hold Removal Appointment	
DESCRIPTION FOR STUDENT	
During this meeting you will be expected to bring a tentative schedule to discuss your next semester's courses.	
LOCATION	
University Advisement and Enrichment Center room 170	
Updating the location will update all associated future appointments. TYPE Appointment	
APPOINTMENT DURATION 30 minutes with a 5 minute gap	
UP TO DATE DELETE	

## Accessing and Modifying Existing Availability Blocks

Under the "Manage" menu, select Availability Blocks:



This will show you all <u>active</u> availability block.

Active Availability Blocks	×
ළු Tue, Thu	🕚 8:00am - 9:00am
🔁 Wed, Fri	🕲 8:00am - 11:30am
🔁 Mon, Tue, Wed, Thu, Fri	🕚 12:30pm - 4:30pm
■ 12/12/18	🕚 11:30am - 12:30pm
₩ 12/11/18	() 9:15am - 12:45pm



When you select a block, you will have the option to remove it:

← 12/11/18 - 12/25/18		×
☐ START DATE 12/11/18	© тіме 12:30pm - 4:30pm	
♥ REPEATS ON Monday, Tuesday, Wednesday, Thursday, Friday	CREPEATS UNTIL	
APPOINTMENTS     11     31	ð DURATION 60 minutes with no gap	
Q LOCATION UAEC 170	BLOCK NAME test appt	
description for student appt 25 min		
REMOVE BLOCK		

If appointments exist within the block you are trying to remove, you will have the option to select the appointments you would like to keep, otherwise the appointments you do not select will be canceled when you click "Submit".

Select Appointments To Keep		×
	12/11/18 1:30pm	
<b>3C</b>	12/11/18 3:30pm	
BD	12/12/18 12:30pm	
EG	12/12/18 1:30pm	
ан.	12/13/18 12:30pm	
EC	12/13/18 2:30pm	
NB	12/13/18 3:30pm	
BM	12/14/18 2:30pm	
SUBMIT		

The appointments you do not select to keep will prompt a cancellation window, where you will need to provide a reason for the cancellation. You will not have the ability to replace these cancelled slots because they will be deleted with your availability block.

Provide Reason	×
PLEASE PROVIDE A REASON FOR CANCELLING	
1	
L	
SUBMIT	

If you are comfortable with the reason you've provided, click "Submit." A confirmation message will appear on the bottom right hand corner if the action was successful (this will disappear rather quickly).





Another way to remove a block is by simply going to your Calendar tab. Hover over the block you are wanting to remove to create a black outline, and click on the three dots located on the top right corner of your selected block (see below):



The following pop-up will give you the option to remove the block just for that day, or all of the blocks that it repeats:

Jan 17th 10:30am - 12:15pm	×
APPOINTMENT DESCRIPTION Spring 2019 Hold Removal Appointment	
reccurring True	
APPOINTMENTS 3	
REMOVE THIS BLOCK	
REMOVE ALL BLOCKS	

#### How to Begin an Appointment Session

You can begin a session in 3 different ways:

- 1. Via the Home page in the "Upcoming Appointments" section:
  - Click on the appointment you'd like to begin and select "Begin Session".





The following window will ask you what you want to do with the appointment.

МА	BSCPE-CPE	
(i) Scheduled by you		
DATE Dec 13th	① TIME 4:30pm - 5	5:00pm
♥ LOCATION a&s 🗭		
STUDENT NOTE semester progress repo	ort	
BEGIN SESSION	CANCEL APPOINTMENT	MARK AS MISSED

You can also cancel an appointment here, which can also be done through the Scheduling tab. You can only mark an appointment as "Missed" **after the time** the scheduled appointment has passed.

When leaving notes on students records, please remember to:

- > INCLUDE: potential schedule, policies discussed, referrals made, and any additional relevant information.
- > **DO NOT INCLUDE**: Health issues, defamatory statements, etc.
- 2. Via the Waiting Room:

	😭 HOME	CALENDAR	🛎 STUDENTS	CHEDULING	HISTORY	<b>O</b> WAITING ROOMS	童 SERVICES	<b>UNITS</b>	SS Shannon 🗸 🌲
Lobo I	University		~						8 Students
DG 🖈 wa	Ikin								In session with Deyanira Nunez
JH	lkin								() 11:47am
ВМ									() 11:59am
🇰 ap	pointment								4:00pm with Shannon Saavedra 🛛 😆



3. Via the Calendar Tab



#### Leaving Comments in Students' Records

Below are some important terms you should become familiar with as well as how to leave comments for each:

- Advising Appointment Refers to an unscheduled appointment, a scheduled appointment, or group appointments that is a resulting meeting between advisors and students. This can be done with video and/or audio formats.
  - You can leave Visit Summaries on the student's record when you click "Begin Session" from the student's profile (please refer to previous section of this handbook – *How to Begin an Appointment Session*). You can also access their information after beginning a session (see below):

# HOME CALENDAR STUDENT	5 首SCHEDULING ゆHISTORY ØWAITING ROOMS 意SERVICES 職UNITS	SS Shannon 🗸 🌲
ACTIVE ADVISING SESSION		© 0:00:07
NM Student ID # Net ID	Central History Transcript	STUDENT COMMENT Test Please decidal least one reason. OF SELECT B I U O III III III White the visit summary here.
PROGRAM: BBA-FBAD-MC	ATTRIBUTES	
TIME STATUS:	No Active Attributes Z	
CLASSIFICATION:		
ADMITTED:	ASSOCIATED ADVISING OFFICES	
ACADEMIC STANDING:	No Associated Offices	
	UPCOMING APPOINTMENTS No Upcoming Appointments	a

Please remember to enter your visit summaries AND select at least one advising appointment reason. LoboAchieve will not allow you to end the session unless you do this.



• Non-Appointment Comments – An entry that was left on a student's record that is <u>not attached to an</u> <u>Advising Session</u>. You will be able to upload files to the student's record as well. Click on the "Non-Appointment Comment" button located in the student's profile below "Ad-Hoc Session"– see below:

	No Academic Goals	
AD-HOC SESSION		
NON-APPOINTMENT COM		
STUDENT LEVEL:		
TIME STATUS:		
CLASSIFICATION:	Write a new non-appointment entry here.	
	< > >	
ADMITTED:	Ø ATTACH FILE	
ACADEMIC STANDING:	Select an Advising Office  CANCEL CREATE	
	Deyanira Nunez	<b>ä</b> Jan 17th 2019

Non-Appointment comments left on a student's record will prompt an email to be sent to the student. It will notify them that a comment has been left on their student record. For the student to view this, they can log in to their LoboAchieve account and click on their History tab.

• Ad-Hoc Appointments – This is an appointment that is stand alone and does not belong to an availability block. It should only be used <u>if the student did not have an appointment with you and if they were not logged into the waiting room as a walk-in.</u>

	General History Transcript		R HOME CALENDAR STUDEN	TS BISCHEDULING IN HISTORY IN WAITING ROOMS IN SERVICES MUNITS		DN Deyanira 🗸 🌲
PS			ACTIVE ADVISING SESSION			© 0:00:06
	PROFILE			Ceneral History Transcript		ADVISING APPOINTMENT REASONS
Patrick Starfish	BIO		PS	DDOEII E		<ul> <li>Please select at least one reason.</li> <li>SELECT</li> </ul>
pstarfish	ACADEMIC GOALS		Patrick Starfish	BIO		BIU0⊫≡≡
AD-HOC SESSION	CAREEN GOALS		101365015 pstarfish	ACADEMIC GOALS		Write the visit summary here.
NON-APPOINTMENT COMMENT	No Career Goals			CAREE GOALS No Caree Goals		
	ATTRIBUTES		STUDENT LEVEL			
STUDENT LEVEL:	No Attributes		TIME STATUS PulTime	ATTRIBUTES		
TIME STATUS: FullTime			CLASSIFICATION:	No Attributes		
CLASSIFICATION:	ASSOCIATED ADVISING OFFICES		ADMITTED: ACADEMIC STANDING:	ASSOCIATED ADVISING OFFICES		
ADMITTED:	No Associated Offices			No Associated Offices		
ACADEMIC STANDING:				LIDCOMING APPOINTMENTS		
	UPCOMING APPOINTMENTS					
	Devanira Nunez	<b>a</b> Jan 17th 2019		Shannon Saavedra	Jan 21st 2019	c
				SS Shannon Saavedra	<b>#</b> Jan 21st 2019	SAVE

Once you begin an Ad-Hoc Session, the display will be the same to that of a scheduled appointment:



#### **Scheduling Appointments**

The Scheduling tab allows you, and other individuals in your center, to cancel and schedule student appointments:

😤 HOME 🛛 BCHEDU	ILE APPOINTMENT   盦 TR.	ANSCRIPT 🔹 ADVISING OFFICES 🗩 HISTORY				List view is much easier to $\checkmark$ $\clubsuit$
			Lobo University	1		
APPOINTMENT TYPE	Filter	options	$\bigotimes$	JAN 20 - JAN 26 🔻	$\bigcirc$	<b>≡ LIST ≜</b> CALENDAR
Scheduled	See	only available appointments				UNAVAILABLE 🕚 10:00am - 10:30am
Group	Ŭ.	Deyanira Nunez				🕚 10:30am - 11:00am
Only Show Available	Ċ	ss Shannon Saavedra				UNAVAILABLE 🕚 10:35am - 11:05am
Sarah Nezzer		Deyanira Nunez				UNAVAILABLE 🕚 11:05am - 11:35am
Deyanira Nunez		ss Shannon Saavedra				🕚 11:10am - 11:40am
ss Shannon Saavedra		Deyanira Nunez				① 11:40am - 12:10pm
Laura Valdez		ss Shannon Saavedra				UNAVAILABLE 🕚 11:45am - 12:15pm
		ss Shannon Saavedra				① 12:20pm - 12:50pm
		ss Shannon Saavedra				① 12:55pm - 1:25pm
limit which		ss Shannon Saavedra				() 1:30pm - 2:00pm
are loc	oking at	Y, JANUARY 22ND				

Select an advisor and an appropriate time to create a new appointment. You will see to following window pop up:

Scheduling for Patrick Starfi	sh ×			
	SS			
Shannon Saavedra				
TIME: Jan 23rd 9:25am - 9:55am	LOCATION: University Advisement and Enrichment Center room 170			
INFORMATION During this meeting you will be expect semester's courses.	ted to bring a tentative schedule to discuss your next			
PLEASE DESCRIBE WHY THE STUDE	ENT IS MAKING THIS APPOINTMENT:			
SCHEDULE	CANCEL			

There will always be a record of who scheduled the student. Once a student appointment is scheduled (either by you or the student) the student will receive a confirmation email. A description is required when scheduling an appointment. This should be used to help describe why the student is seeking advisement.



Click on the "Schedule" button to create the appointment. You will see the following message appear on the bottom right hand corner of your screen:



If the appointment you are creating conflicts with another appointment the student created, it will prompt a doublebooking error (see image below):



#### **Cancelling Appointments**

When <u>you</u> cancel a student's appointment, you will have the option to replace the appointment slot or not. If you choose to replace, this will make the appointment slot available for another student. If you decide not to replace, it will not show as an available appointment option for students.

When cancelling an appointment, you will need to enter a reason for cancelling. To replace the appointment slot being cancelled, click on the "Replace Slot" box and select "Cancel Appointment".

REASON FOR CANCELLING		
Replace Slot		
CANCEL APPOINTMENT DON'T CANCEL		

If a <u>student</u> cancels the appointment, the slot will automatically be replaced and made available for another student to schedule.



Role	Description	Training required		
Hold updater	Restricted: Limited to advisors in Academic Affairs who are at the college or department level. Allows advisors to place and expire advisement holds.	Securing Private Data Exam, Banner Fundamentals and Navigation Competency Exam, Banner Workshop for Advisors, New Advisor Training, Successful completion of Advisor Portfolio.		
Update Student Data	Restricted: Limited to advisors in Academic Affairs who are at the college or department level. Allows advisors to update students majors/minors, load limits, & catalog years; and leave comments if needed.	Securing Private Data Exam, Banner Fundamentals and Navigation Competency Exam, Banner Workshop for Advisors, New Advisor Training, Successful completion of Advisor Portfolio.		
LoboWeb Inquiry	Inquiry access to student data via LoboWeb.	Securing Private Data Exam		
Student Inquiry	Inquiry access to student data via Internet Native Banner (BANNER) and LoboWeb.	Securing Private Data Exam, Viewing student data webcourse, Banner Fundamentals and Navigation Competency Exam		
Department Override Designee	Restricted: Must be selected by your supervisor to perform registration overrides through Banner. In addition to this BAR request you must have your supervisor send an official email to the registrar at: dept_update-l@unm.edu to complete the request.	Banner Fundamentals and Navigation Competency Exam, Securing Private Data – Exam, Department Override Designee Exam		
Student Exceptions	RESTRICTED: Limited to identified Advisors who will be submitting the Degree Audit Exception Requests.	LoboTrax Exception, Securing Private Data exam		
Pending Graduation Certification	Process degree status information. Access to query academic history.	Banner Fundamentals and Navigation Competency Exam, Securing Private Data - Exam, Posting or Revising Degree Status for Advisors		
LoboAchieve	This role is used by staff members who need access to all areas LoboAchieve,	LoboAchieve for Staff, Securing Private Data Exam. In addition to this BAR request you must send an email to: loboachieveinfo@unm.edu with: your UNM ID #, role, and center you need to be added to.		
LoboAchieve Inquiry	Access to the LoboAchieve student records system. This role is used by staff members who need access to LoboAchieve, but will not need the ability to create their own availability for students.	Securing Private Data Exam. In addition to this BAR request you must send an email to: loboachieveinfo@unm.edu with: your UNM ID #, role, and center you need to be added to.		
LoboAchieve Scheduling	Access to scheduling functions in LoboAchieve. This allows a user to	Securing Private Data Exam, LoboAchieve scheduling exam (found in Learning Central). Limited to LoboAchieve users who will ONLY be using calendaring functions. In addition to this BAR request your supervisor must send an email to: loboachieveinfo@unm.edu with: your UNM ID #, role, and center.		
LoboAchieve Faculty This role is used by faculty members who need access to all areas of LoboAchieve.		Securing Private Data Exam. In addition to this BAR request you must send an email to: loboachieveinfo@unm.edu with: your UNM ID #, role, and center you need to be added to.		
Advisor MyReports User	RESTRICTED: Grants access to Advisor and Student reports in MyReports. Must have an advisor job function. If you are a part of a college you will select the MyReports for your college.	FERPA Training for Student MyReports, Student MyReports - General User, Securing Private Data		