# Academic Self Service

# Student Information

## Viewing student information on Qsis

1. Go to Qsis (<https://qsis.qub.ac.uk>) and login using your QOL username/password.
2. Click **Self Service**



1. Click on **Advisor Center 🡪 My Advisees**. 
2. This will list any students that are attached to you in Qsis in any capacity e.g. Advisee, Personal Tutee etc.
3. To access a student’s Academic Record (this is a transcipt but with more information than what is printed on the official/unofficial transcript) select **“View Academic Record.** A separate window will open with a PDF file. You may have pop-up issues. You should allow pop-ups from this site – doing this the first time may return you to your starting point.
4. To access personal student information click on **View Student Details**



1. From Student Centre you can view classes, addresses, phone numbers, emails, emergency contacts and view transcripts and Academic Records. Again you may have pop-up isssues.



## Viewing Data for other Students

It is also possible to view data for students not directly attached.

1. Click on **Advisor Center** 🡪 **My Advisees**.
2. Scroll down to the bottom of the screen and select **View Data for Other Students** button.



1. Enter a student number, or last and first name as search criteria. Once Student Centre opens, you can view transcripts from there.

