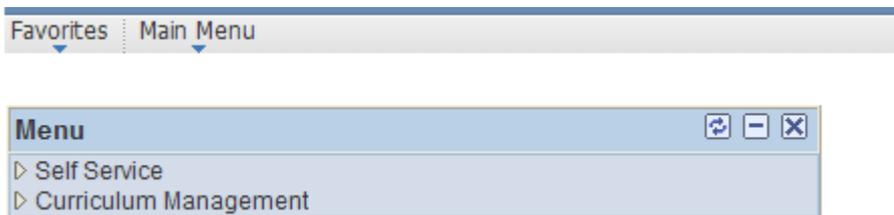


Academic Self Service

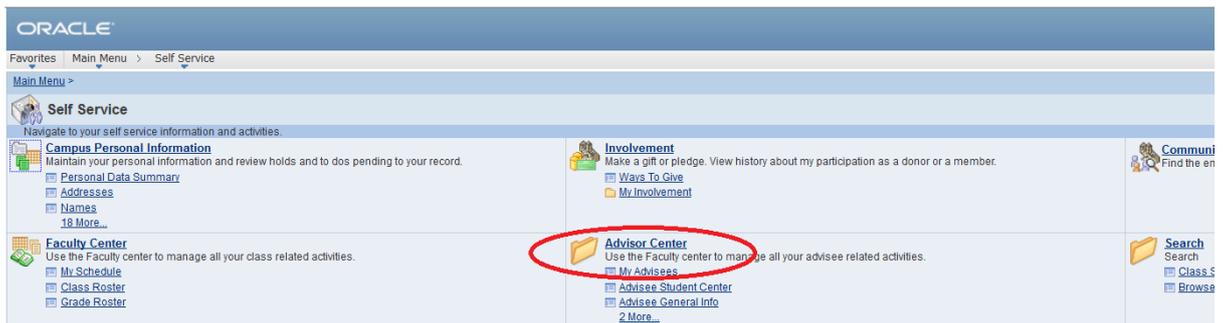
Student Information

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**



3. Click on **Advisor Center** → **My Advisees**.



4. This will list any students that are attached to you in Qsis in any capacity e.g. Advisee, Personal Tutee etc.
5. To access a student's Academic Record (this is a transcript 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.



Select display option: Link to Photos Include photos in list

	Notify	Photo	ID	Name	View Student Details	View Academic Record
1	<input type="checkbox"/>		4003		View Student Details	View Academic Record
2	<input type="checkbox"/>		4007		View Student Details	View Academic Record
3	<input type="checkbox"/>		400C		View Student Details	View Academic Record
4	<input type="checkbox"/>		4004		View Student Details	View Academic Record

6. To access personal student information click on **View Student Details**

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Faculty Center | Advisor Center | Search

my advisees | student center | general info | transfer credit | academics

My Advisees

Select display option: Link to Photos Include photos in list

	Notify	Photo	ID	Name	View Student Details	View Academic Record
1			400		View Student Details	View Academic Record
2			400		View Student Details	View Academic Record
3			400		View Student Details	View Academic Record
4			400		View Student Details	View Academic Record
5			400		View Student Details	View Academic Record
6			400		View Student Details	View Academic Record
7			400		View Student Details	View Academic Record

7. 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 issues.

ORACLE

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Faculty Center | Advisor Center | Search

my advisees | student center | general info | transfer credit | academics

Advisee Student Center

*Change Advisee

Academics

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

You are not enrolled in classes.

other academic...

[View Academic Record](#)
[View Unofficial Transcript](#)
[Register for Resit Exams](#)

Personal Information

[Emergency Contact](#)

Contact Information

Term Time address	Home Address
Home Phone	Queen's Email

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Advisor of Studies

Personal Tutor

[details](#)

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.

VIEW DATA FOR OTHER STUDENTS

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

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID:	begins with ▼	<input type="text"/>	
Campus ID:	begins with ▼	<input type="text"/>	
National ID:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)