**How to Run a Plan By My Tar Heel Tracker Report (Admin Navigation)**

This section will show advisors how to run a Plan By My Tar Heel Tracker report in ConnectCarolina through the administration navigation.

**Note:** This report allows advisors to see what courses a student has in their planner and where they are falling in the Tar Heel Tracker.

1. Login to ConnectCarolina.

2. Navigate to the **Request Advisement Report** page by following the navigation: **Academic Advisement > Student Advisement > Request Advisement Report**

3. Request Advisement Report Page
   a. Enter the student’s **PID** in the ID field.
   b. Click the “Search” button.
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4. Search Results
   a. ADDAR
      Main Tar Heel Tracker report
   b. PLANR
      Plan By My Tar Heel Tracker report
   c. WHTIF
      What-if report

5. Click on the PLANR link

6. Advisement Request Results
   a. Click Process Request

7. Plan By My Tar Heel Tracker Report
   
   At the top of the report you will see a blue star icon. This icon indicates a course that the student has in their planner.

   The Planned course symbolized by the blue star now falls into all the applicable requirements in the Tar Heel Tracker.