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 Navigation Bar.

**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. Click on the **Navigation Bar** icon to display the NavBar menu.

   **Note:** This icon can be found in the upper right-hand corner of your screen.

2. Click on the **Navigator** icon.

3. Click on the **Student Admin Menu** link.

4. Follow the path below to access the **Request Advisement Report**.

   ![Academic Advisement >Student Advisement > Request Advisement Report](image)

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5. Request Advisement Report Page
   a. Enter the student’s PID in the ID field.
   b. Click the “Search” button.

The search results Page

Click on a PLANR Report Type.

   a. ADDAR
      Main Tar Heel Tracker report
   b. PLANR
      Plan By My Tar Heel Tracker report
   c. WHTIF
      What-if report
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6. Advisement Request Results
   a. Click the Process Request button

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.