How to Access a Tar Heel Tracker Report (Advisor Navigation)

This section will show the Advisor how to run a Tar Heel Tracker report in ConnectCarolina using the Navigator Bar.

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**.
   
   Self Service > Advisor Center > Advisee Student Center

5. Once in Advisee Student Center select **Tar Heel Tracker** from the drop-down menu and click the arrow button.

6. **Type** the student’s PID number into the ID field

7. Click the **Search** button
8. The student’s Tar Heel Tracker report is now be displayed

**Note:** In the default view, Satisfied requirements are collapsed and Not Satisfied requirements are expanded.