## **MyGoucher: Authorize Registration**

Note: To view advisee information, you must have the **Advising** tab at the top of your MyGoucher dashboard. If you do not see the Advising tab, contact the Help Desk for assistance. myGoucher advising classes

## Authorizing Advisee Registrations

1. From your MyGoucher dashboard, locate and hover over the **Advising tab** at the top, then select **Authorize Registration** from the drop-down menu.



2. From the Authorize Registration window, choose **My advisees** from the List options drop-down.

Authorize Registration					
My advisees	Search student Id,				
My students					

3. Next, click **Advanced Search** located to the right, then choose the appropriate **Period filter** for the student/s you wish to authorize. When finished, press **Search** at the bottom.

A	dvanced Search	
	Filter Select	$\sim$
	Period	
	Select	
	2024/Fall	
	2024/Summer	

- 4. From the Authorize Registration window:
  - Check the check box beside the desired students you wish to authorize. Select multiple students to perform bulk authorizations.
  - 2) Click the **Authorize** button above the list of students.
  - 3) Confirm authorization by the green **AUTHORIZED** indicator.

Authorize Regis	O Authorized			
List My advisees	Search student Id, name	۹	Advanced Search	
Period 2024/Fall/UG S				
				1-5 of 12
Name 2				Status
1 ☑ B Bruno, Isabella 002-4-38312				AUTHORIZED 3
Childs, Jillian 002-2-11402				UNAUTHORIZED

5. Repeat the steps above for other year/term periods as needed.

Use the Unauthorize button (next to the Authorize button) to undo or deny advisee registration.

For technical concerns or questions contact the IT Help Desk at <u>helpdesk@goucher.edu</u>.

For questions related to Registrar's Office policy and procedures, contact the Registrar's office at <a href="mailto:registrar@goucher.edu">registrar@goucher.edu</a>.