

# Instructions for How to Use the Academic Training Manual

Log onto <http://www.mtsu.edu/~mtadvise>

Step 1: Read **Introduction** and then click on **Module 1: College Advising**.

Step 2: Read all sections of **Introduction to Module 1** and **Introduction to MTSU Academic Advising**.

Step 3: Click **Registration Checklist**. The first quiz begins on this page see step 5.

Step 4: Read **Registration Instructions for Students** and **New Student Checklist**.

Step 5: Click on **Review/Implication Questions**.

Step 6: Click on **First time** user to complete registration form.

Step 7: Complete quiz and submit answers.

Step 8: Answers will appear on screen for all questions.

Step 9: Close screen by clicking on the bottom of the page.

Step 10: Click on **Role of Faculty Advisor** and read.

Step 11: After reading all sections of **Role of Faculty Advisor** click on **returning user**.

Step 12: Type in your last four digits of your SS# number.

Step 13: Click on **Retrieve My Information**.

Step 14: Click on your name which is highlighted in blue.

Step 15: Click on **General Education Curriculum** and read all sections.

Step 16: Complete steps 12 through 14 again.

Step 17: The following quizzes must be completed before you can print a certificate for

**Module 1:** Registration Checklist

Role of Advisor

General Education

Policies and Procedures

Resources

PipelineMT

College Questions

Step 18: To print certificate click on **Review Your Module 1 Completion Status**.

Step 13: A chart will be displayed indicating areas completed. If all areas are complete click on **Get My Certificate of Appreciation**.

## **Returning User:**

Step 1: If you have already completed the registration form, click on **Returning User**. You only need to complete the registration form for **Module 1** once.

Step 2: To locate last recorded quiz click on **Review Your Module 1 Completion Status**.

Step 3: Enter your last four digits of your SS#.

Step 4: Click on **Retrieve My Information**.

Step 5: Click on your name which is highlighted in blue.

Step 6: A chart will indicate areas of completion for **Module 1**.

## **Instructions for Module 2**

Step: 1 Click on **Module 2: Advising**.

Step 2: Click on **Developmental Studies**.

Step 3: After reading the **Developmental Studies** section, click on **Review/ Implication Questions**.

Step 4: Click on **First Time User** and complete registration form. You will need to register for **Module 2** since this is separate from **Module 1**.

Step 5: Complete **Developmental Studies Review/Implication Questions**.

Step 6: Click on submit answers.

Step 7: Close window and proceed to **Regents Online Degree**.

Step 8: Read **Financial Aid** section.

Step 9: Complete **Financial Aid/Implication Questions**.

Step 10: Click submit answers.

Step 11: Once all questions are completed for **Module 2** you can obtain a certificate.

Step 12: To print certificate click on **Review Your Module 2 Completion Status**.

Step 13: A chart will be displayed indicating areas completed for **Module 2**. If all areas are completed, click on **Get My Certificate**.