

As of Monday, February 23, 2009, there will be **two** major changes with APEX.

1st major change:

Advisor APEX will be inside myUK portal.

Advisor APEX will be inside myUK portal at: <https://myuk.uky.edu/irj/portal>

2nd major change:

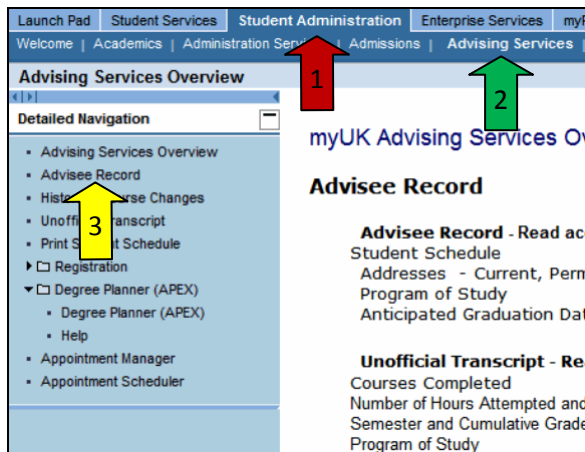
The “look” of the APEX audit is changing (for both students and advisors). Both changes are explained briefly below.

1st major change:

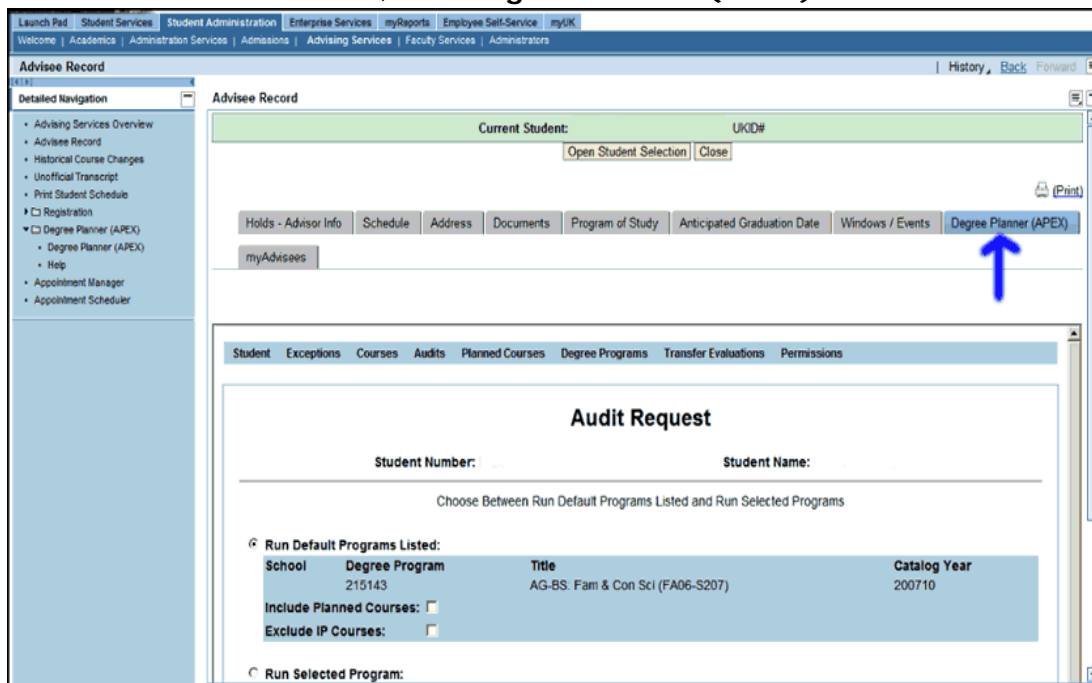
Advisor APEX will be inside myUK portal. Once inside myUK portal, there are two (2) locations you will find Advisor APEX.

Location #1:

Go to: **Student Admin > Advising Services > Advisee Record**



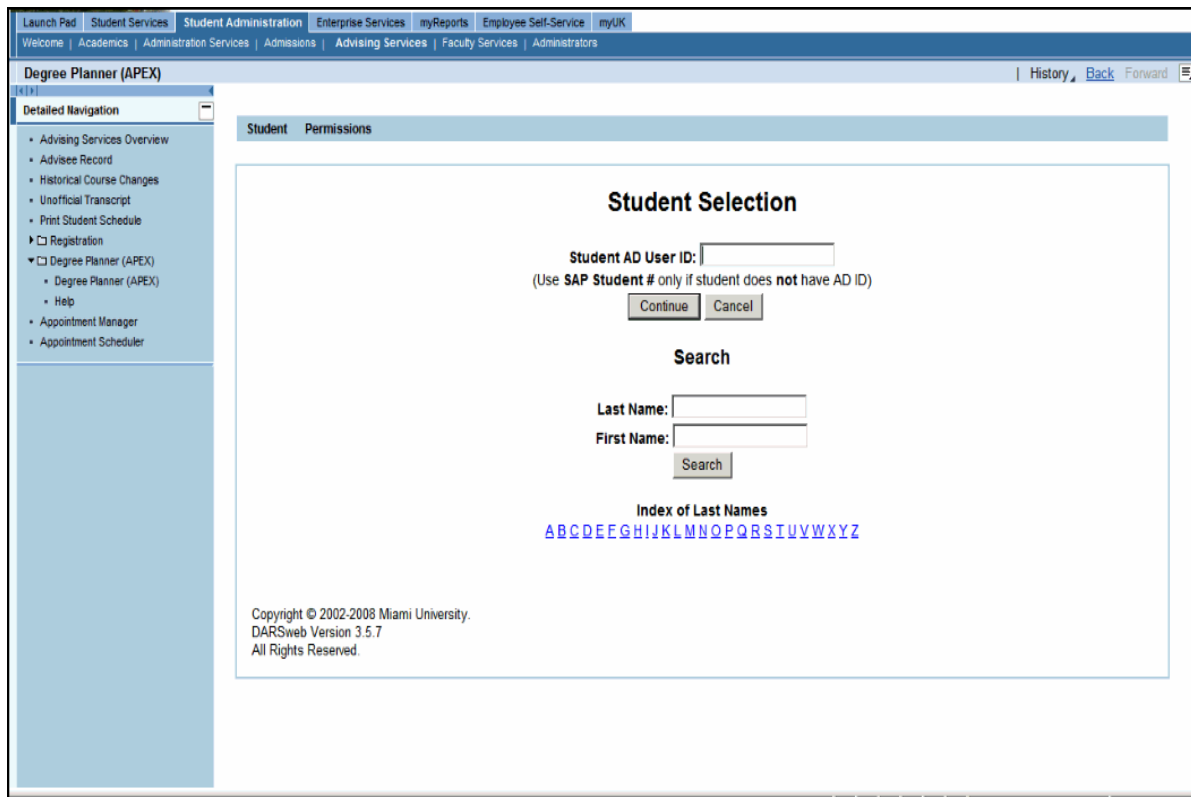
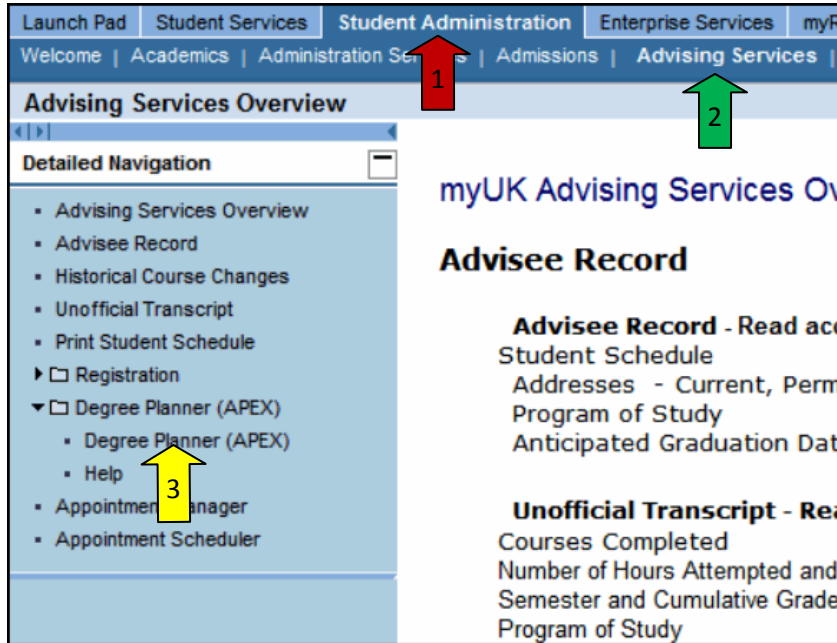
On **Advisee Record** screen, click **Degree Planner (APEX)** tab.



Location #2

Go to: **Student Admin > Advising Services > Degree Planner (APEX)**

On left hand **Detailed Navigation** panel, click on “**Degree Planner (APEX)**” to get started. This brings up **Student Selection** screen.



2nd major change:

The "look" of the APEX audit is changing (for both students and advisors).

BEFORE:

You are here > **Audit** [View Course History](#) [Close Window](#)

PREPARED: 02/20/09 - 10:15 slmorro
 Temple, Shirley
PROGRAM CODE: 216315045 **CATALOG YEAR:** 200710
 UNIVERSITY OF KENTUCKY
 AG-BS: Hort, Plant, & Soil Sci-Crops & Livestock

Audit

Hours: 9.0
GPA: 0.0

Unfulfilled, Planned, In Progress, Complete

Course Cart

Course	Term	Credit	Grade
<input type="checkbox"/> MAT 114	null	3.0	A
<input type="checkbox"/> MAT 470	null	3.0	A
<input type="checkbox"/> STA 200	null	3.0	A
Total		9.0	

Course to add:

Update year/terms of all courses

[View Planned Courses](#)

Categories

USP, College Core, Major Reqs, Minor

Hours: 0 to 1,000
GPA: 0.0 to 4.0

3,500 (GPA)

<<< AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED >>>

UNIVERSITY OF KENTUCKY
 APEX Degree Audit Report

This report is an advising tool only and does not represent nor can it be used as an official transcript. Students must consult with their advisor regarding the selection of courses required to meet their program requirements for graduation.

Any questions, discrepancies, and/or errors regarding any of the information presented within this degree audit report may be directed to your advisor or your college student services office.

*** IMPORTANT ***

The planned course and audit course cart features are only used for advisor and/or student course planning. These features are not a part of the registration system and they do not guarantee registration into any course.

*** IMPORTANT ***

AFTER:

You are here > **Audit** [View Course History](#) [Close Window](#)

UK
 UNIVERSITY OF KENTUCKY

Temple, Shirley (slmorro) UKID#: 00010716
PROGRAM CODE: (830393) ED-BAEDU: Sec Edu - Soc Studies Ed (CHOOSE PLAN 1 or PLAN 2)
CATALOG YEAR: 200710
 PREPARED: 02/20/09 - 10:13

Audit

Hours: 3.0
GPA: 0.0

Unfulfilled, Planned, In Progress, Complete

Course Cart

Course	Term	Credit	Grade
<input type="checkbox"/> MAT 114	null	3.0	A
Total		3.0	

Course to add:

Update year/terms of all courses

[View Planned Courses](#)

Categories

USP, Major Reqs, Minor

Hours: 0 to 25
GPA: 0.0 to 4.0

4,000 (GPA)

<<< AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED >>>

DEGREE Apex PLANNER

This report is an advising tool only and does not represent nor can it be used as an official transcript. Students must consult with their advisor regarding the selection of courses required to meet their program requirements for graduation.

Any questions, discrepancies, and/or errors regarding any of the information presented within this degree audit report may be directed to your advisor or your college student services office.

*** IMPORTANT ***

The planned course and audit course cart features are only used for advisor and/or student course planning. These features are

PLEASE NOTE:

If you are a UK faculty or advisor with myUK portal access, you do **NOT** automatically have APEX access. Team APEX **MUST** receive authorization from your college's **APEX College Contact** before you can use APEX. To find your APEX College Contact, go to this web page: www.uky.edu/apex/contacts.htm

ACCESS ISSUES:

- *As an advisor, what do I do if I am having a problem accessing APEX?*

If you **HAVE NOT** obtained official access to Advisor APEX, then read the following.

Obtaining authorization to access Advisor APEX requires to completion of the **APEX User Id Request Form** signed by your **APEX College Contact** (see links below). In lieu of the form, an email may be sent to Team APEX from your APEX College Contact providing the same authorization. Information supplied via the completed form or the email should include the following.

- FIRST NAME
- MIDDLE NAME OR INITIAL
- LAST NAME
- COLLEGE AND/OR DEPARTMENT
- JOB TITLE
- OFFICE LOCATION
- OFFICE PHONE NUMBER
- EMAIL ADDRESS
- ACTIVE DIRECTORY (AD) ID
- IRIS PERSON ID (IF APPLICABLE)
- APEX CAPABILITIES (AUTHORIZED BY APEX COLLEGE CONTACT OR PERSON OF AUTHORITY)
 - Capability to use Planned Course feature. (Yes/No)
 - Capability to process APEX Exception Requests. (Yes/No)
 - Capability to ONLY produce APEX audits. (Yes/No)

APEX User ID Request Form at: www.uky.edu/apex/ADVISOR-APEX-USER-ID-form.pdf

APEX College Contact at: www.uky.edu/apex/contacts.htm

If you **HAVE** officially obtained access to Advisor APEX and still experiencing problems accessing the system, please, read the following.

If you know that you have received official access to the Advisor APEX system and still unable to log into the system, you can contact one of the three below sources. You may also try the step-by-step suggestions in the **Advisor APEX Login Problems** document (PDF) at:

www.uky.edu/apex/Advisor_APEX_Login_Problems.pdf

You may also:

- Contact IT Customer Service Center www.uky.edu/UKIT/
- Contact the APEX College Contact www.uky.edu/apex/contacts.htm
- Contact Team APEX www.uky.edu/apex/APEX_Contact_Us.htm