Advisor APEX is inside myUK portal at: https://myuk.uky.edu/irj/portal

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

Location #1: Go to: **Student Admin** > **Advising Services** > **Advisee Record**
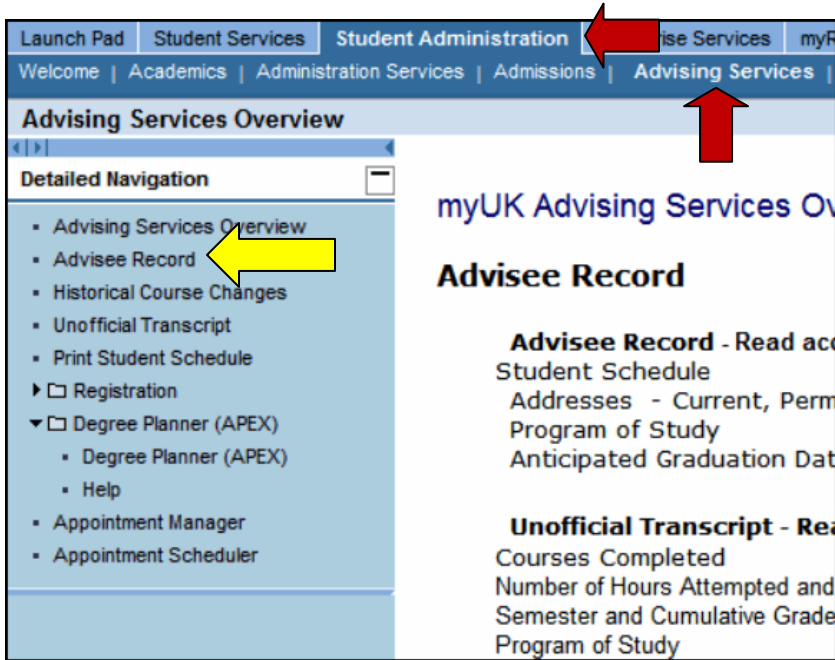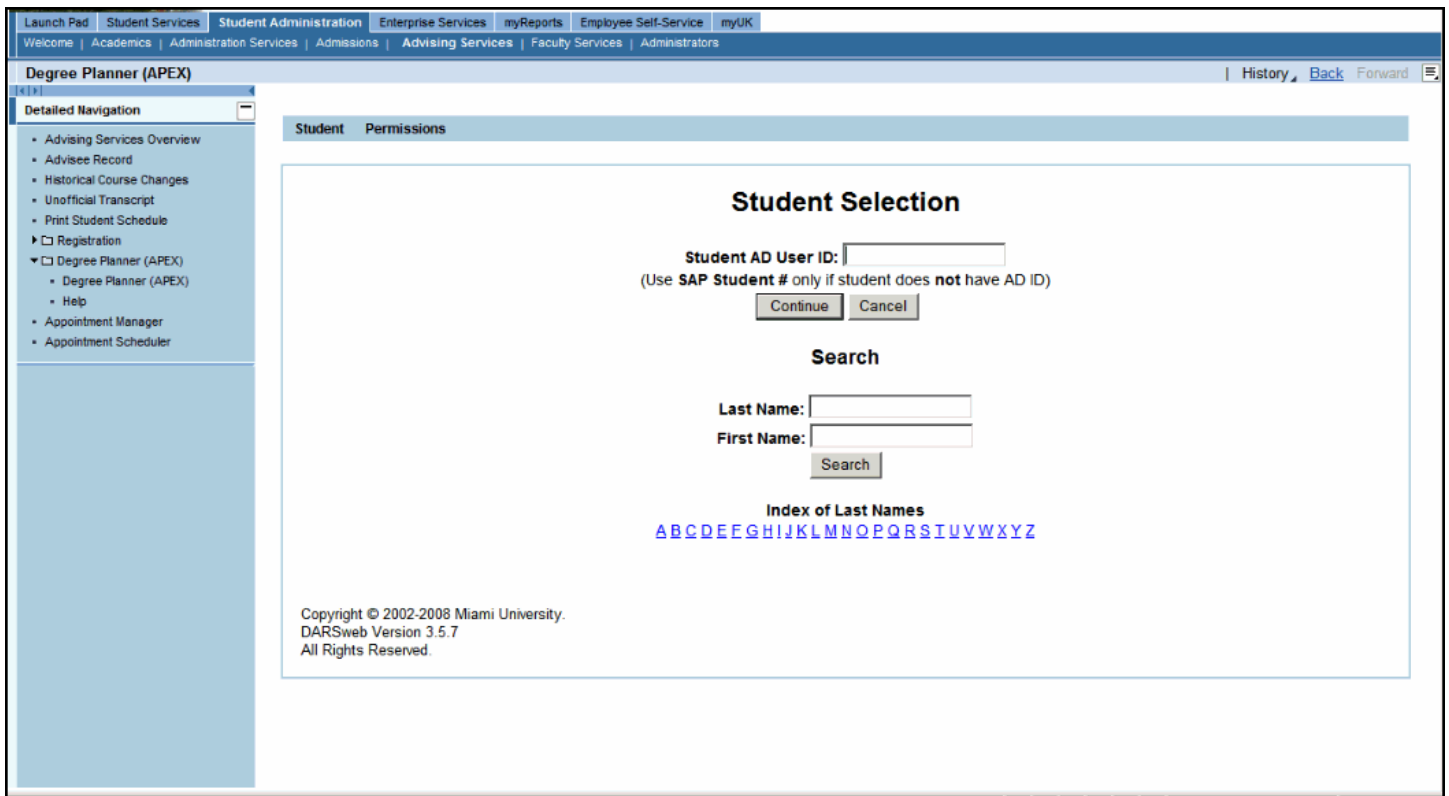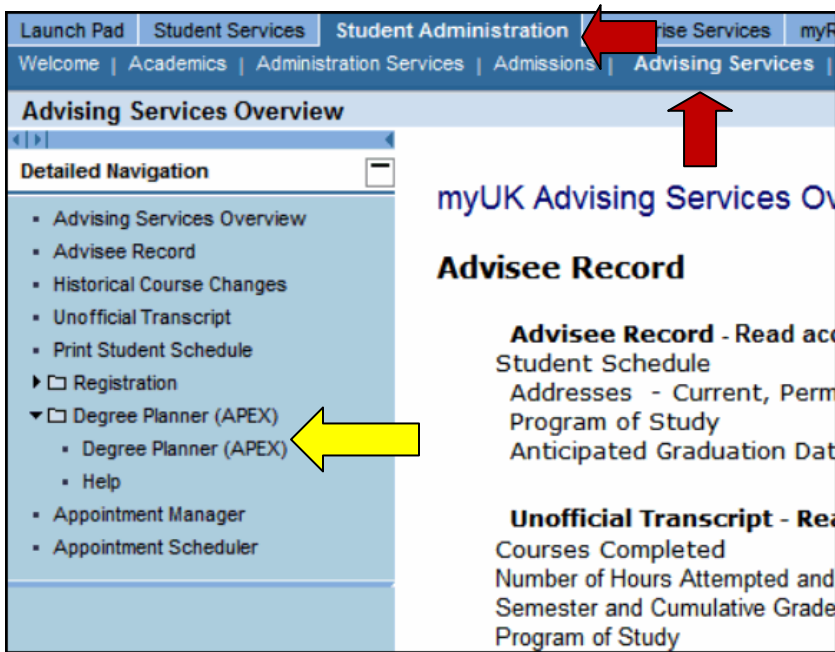

On **Advisee Record** screen, click **Degree Planner (APEX)** tab.
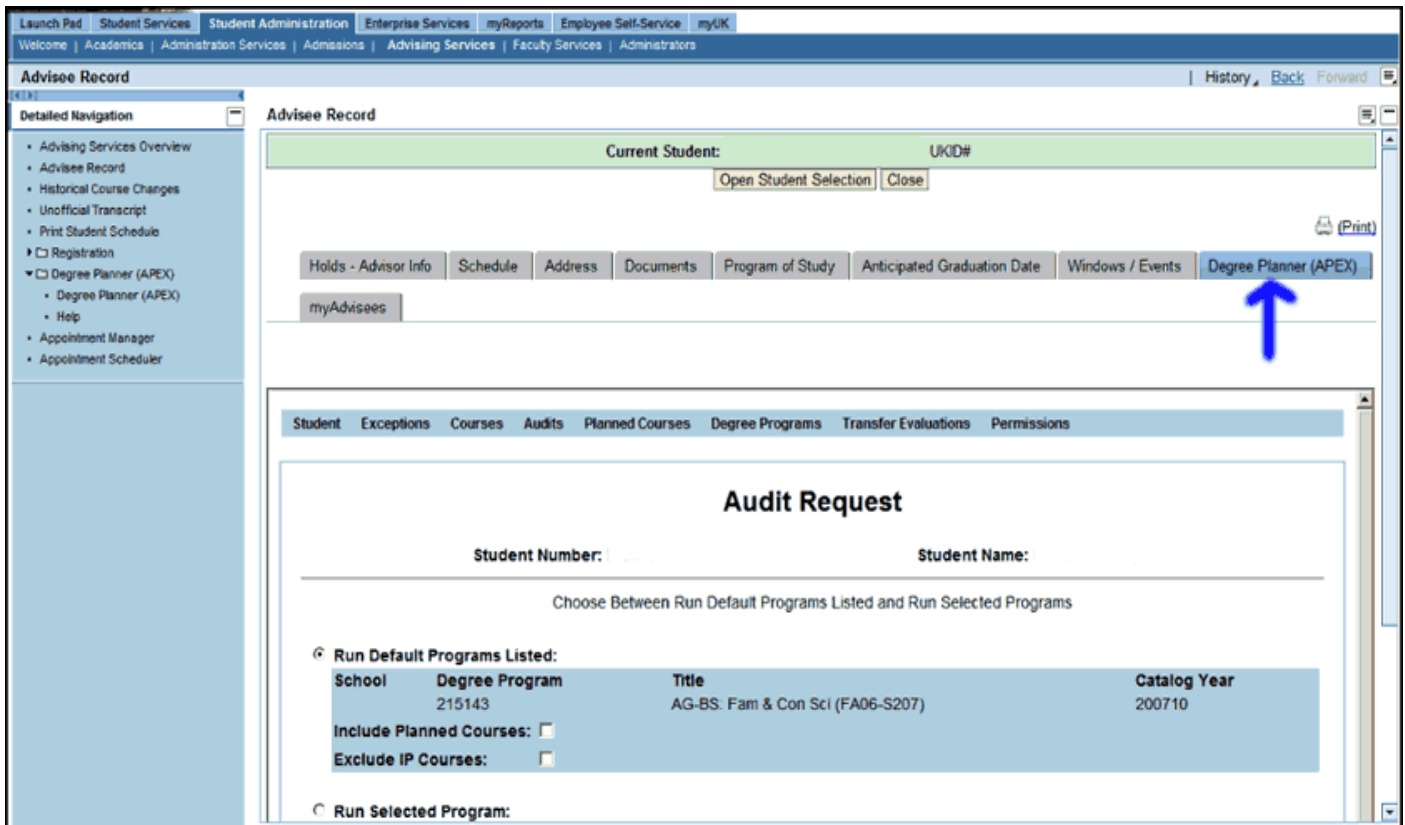
Location #2 Go to: **Student Admin** > **Advising Services** > **Degree Planner (APEX)**

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

The top of the APEX audit looks like the picture shown below.

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
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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