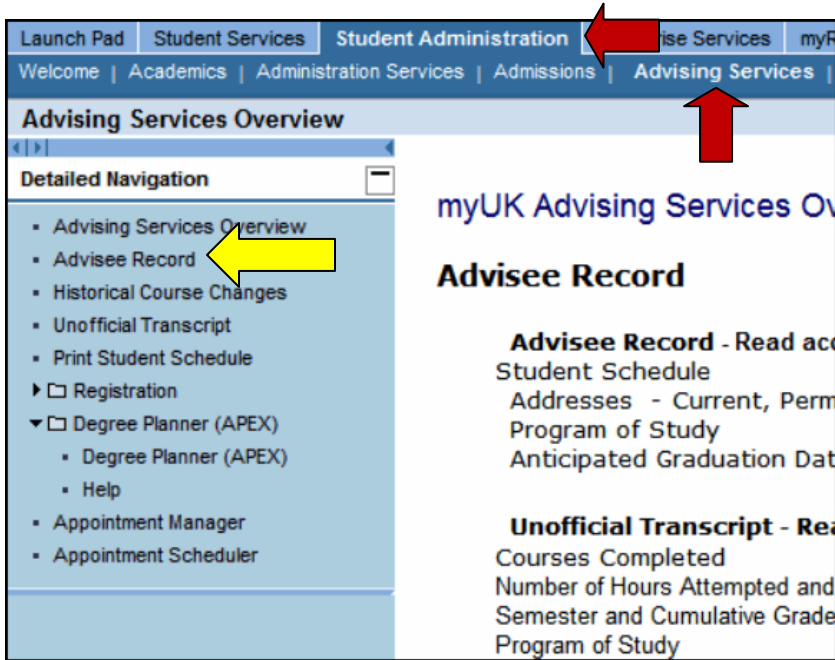


If you are a UK faculty or advisor with myUK portal access, you do NOT automatically have APEX access (see page 4 for instructions).

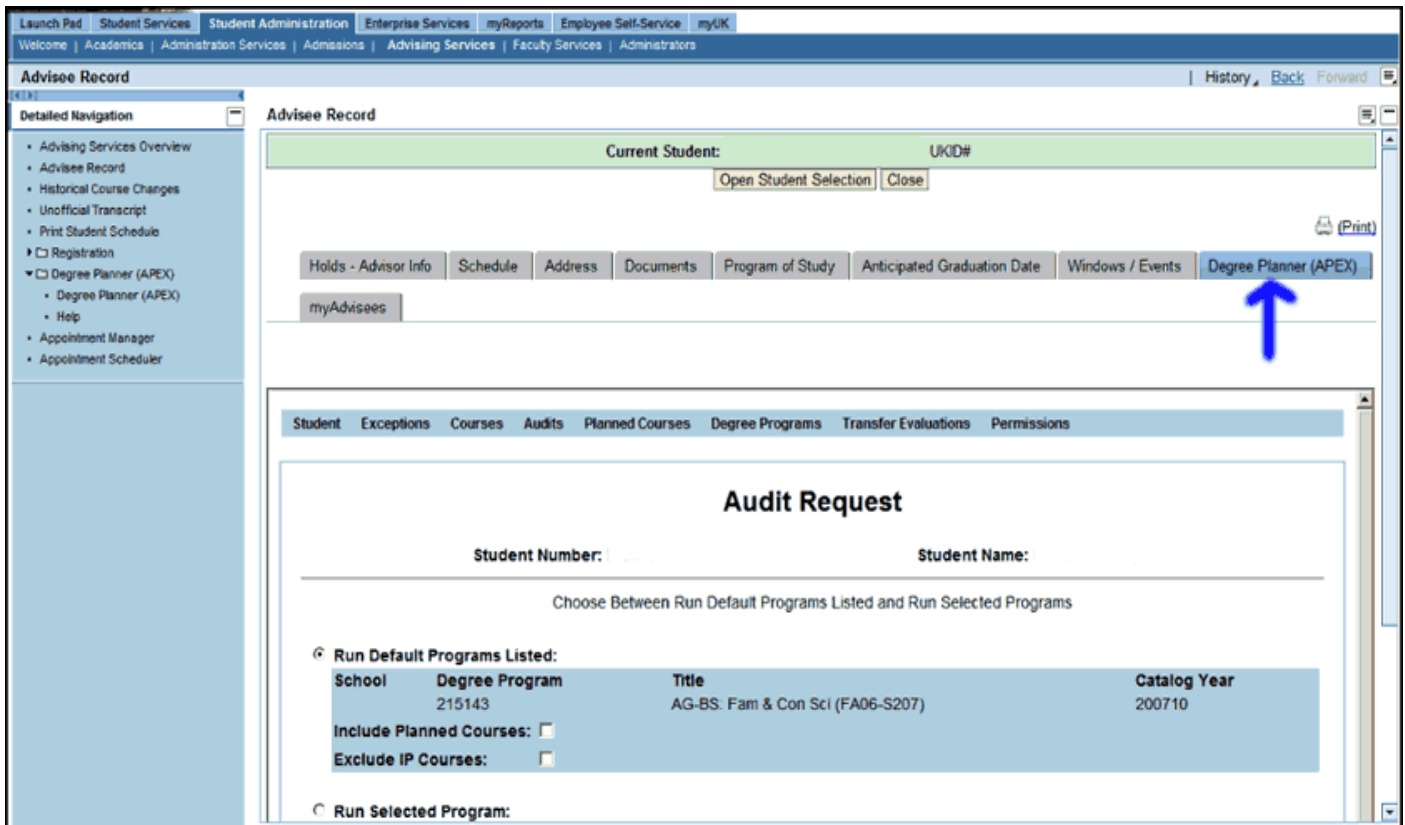
Advisor APEX is inside myUK portal at: <https://myuk.uky.edu/irj/portal>

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

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

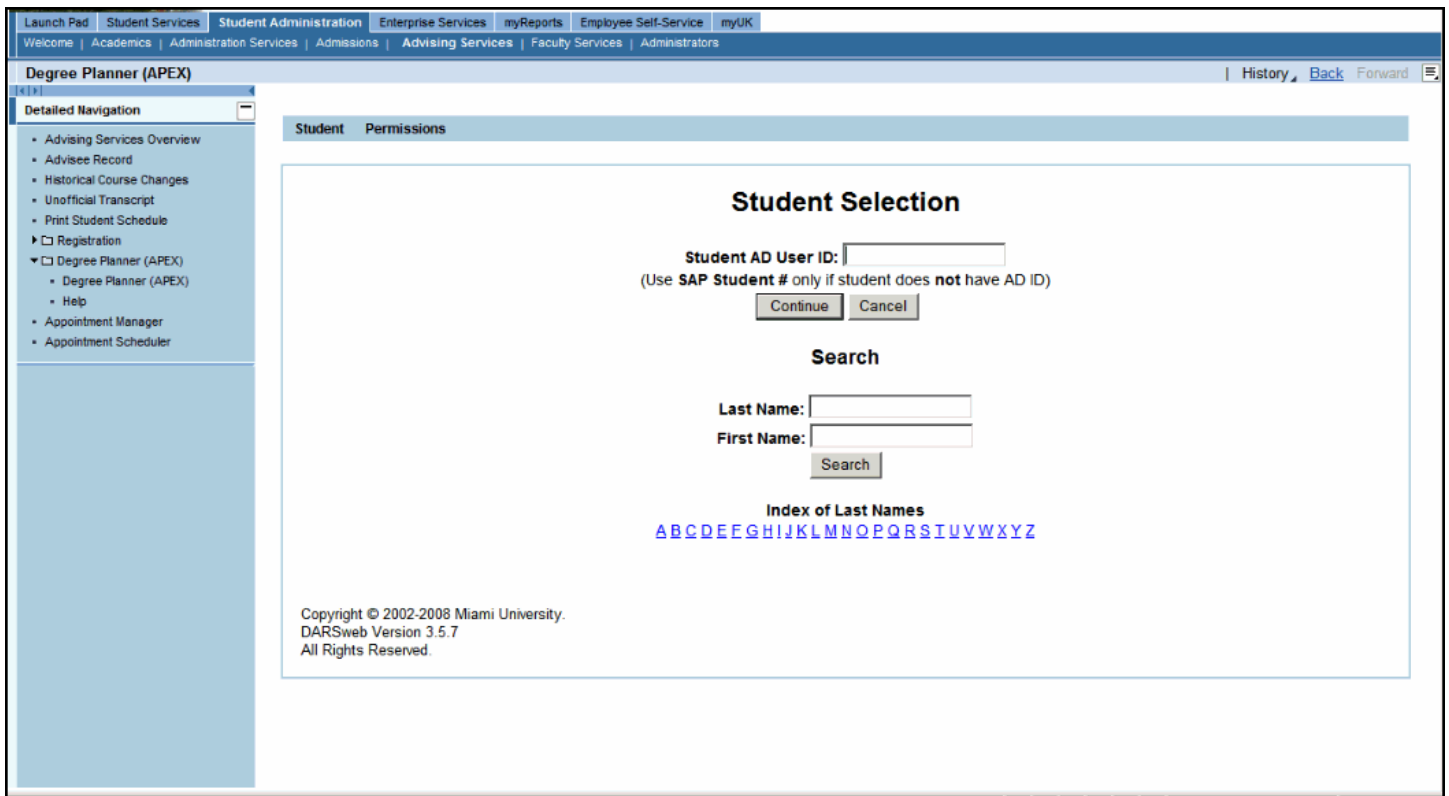
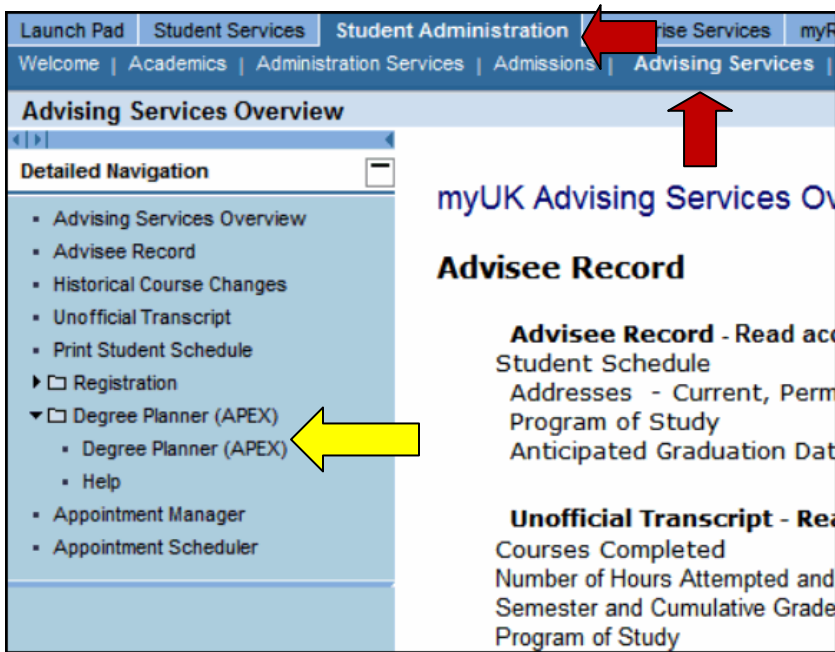


On **Advisee Record** screen, click **Degree Planner (APEX)** tab.



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.



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

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

UK
UNIVERSITY OF KENTUCKY

Temple, Shirley (slmorr0) UKID#: 00010716
PROGRAM CODE: (830393) ED-BAEDU: Sec Edu - Soc Studies Ed (CHOOSE PLAN 1 or PLAN 2)
CATALOG YEAR: 201210
PREPARED: 08/15/11 - 11:12

UNIVERSITY OF KENTUCKY

Audit

114 Unfulfilled Hours

0.0 2.0 4.0 GPA

Unfulfilled Planned
In Progress Complete

Categories

USP / UK Core
Major Reqs

0 2 4 6 8 10 Hours

0.0 2.5 5.0 GPA

4.000

Course Cart

Course	Term	Credit	Grade
<input type="checkbox"/> MAT 114	2011-First Summer	3.0	A

Total 3.0

Course to add:

Add to cart

Update year/terms of all courses

2011-First Summer

[View Planned Courses](#)

[Open All Sections](#) [Close All Sections](#) [Printer Friendly](#)

DEGREE PLANNER Apex

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

!!! PLAN AHEAD and GRADUATE SOONER !!!
Try the APEX Course Planning Feature

=====

DID YOU KNOW? There are 4 tutorials that explain how to use APEX.

APEX can help you reach your Academic Peak! Visit the APEX Tutorials by clicking below:

[TUTORIALS](#)

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— [DEGREE PLANNER \(APEX\) IMPORTANT DISCLAIMERS](#) —

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= THIS REPORT IS "ONLY" AN ADVISING TOOL. IT NEITHER REPLACES YOUR ADVISOR NOR DOES IT REPLACE ANY OFFICIAL DECISION(S) MADE TOWARD YOUR ACADEMIC CAREER.

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