J1 Quick Guide

How to Access Your Advisee List on J1 Web

Using your SSU credentials, log in to J1 Web [https://j1web.shawnee.edu/J1Web](https://j1web.shawnee.edu/J1Web).

Once you arrive at your landing page (see screenshot below), click on the black rubrik's cube shape next to the Jenzabar butterfly in the upper-left-hand corner of the screen:

Next, you will see a list of “Hubs” on the left-hand-side of the screen (see screenshot below). Click on Academic Advising → SSU Primary Advisor → View my advisee roster.
From the Advisee roster, scroll down to see each of your advisees. If you click over the student’s name, their advising overview page will appear.
From the Student Tab you can access the Advising Worksheet, Test Scores and Unofficial Transcript.