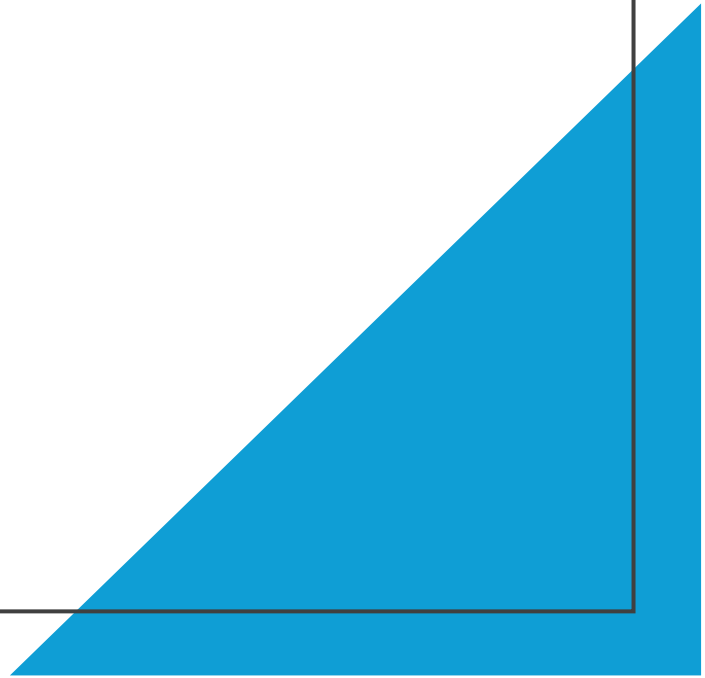




**GILLINGS SCHOOL OF  
GLOBAL PUBLIC HEALTH**

**7 steps to entering student  
faculty mentor information into  
Connect Carolina & Navigate**



**Notification**

Requesting Support from ITS-Enterprise Applications and/or HRIM

**Reporting****Student Admin WorkCenter****Student Tracking Hub****Help****Admin WorkCenter Links**

- TIM
- BuyCarolina
- Academic Calendar
- Blue Course Evaluation System
- Works P-Card
- Vendor Invoice Submission Page
- SPMS - Surplus Property
- CBM
- UAS
- Fundriver Departmental Reports
- Concur Travel System
- Finance Website
- Carolina Talent
- TarHeel Reports
- nextSource- 3rd party staffing

**1. Click on Student Tracking Hub**

Student Tracking Hub

**Student Tracking**

Tracking Reports

PS Queries

Graduate Admissions Report

## Student Tracking

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

Empl ID begins with

Academic Career =

Academic Program begins with

Academic Plan begins with

Active   
(For inactive students, uncheck box)

Department begins with

First Name begins with

Last Name begins with

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

2. Click on Student Tracking
3. Enter student PID#
4. Click search

**Mailing Address**

Address Line 1  
 Address Line 2  
 City  
 Postal Code

Effective Date 08/30/2023

**Advisor/Mentor/Chair**

Type ID

Mentor

Advisor  
Chair  
Mentor

Non-UNC Affiliated

**Page Audit**


1-1 of 1 | View All

| Advisor Type | Advisor Name | Area of Interest | Updated By | Date/Time |
|--------------|--------------|------------------|------------|-----------|
|              |              |                  |            |           |

**Interactions**

1-1 of 1 | View All

| Type | Comment                       | Updated by | Date/Time |
|------|-------------------------------|------------|-----------|
|      | <input type="text" value=""/> |            |           |



5. Select mentor from drop down menu
6. Enter/search for PID# of faculty mentor
7. Click save