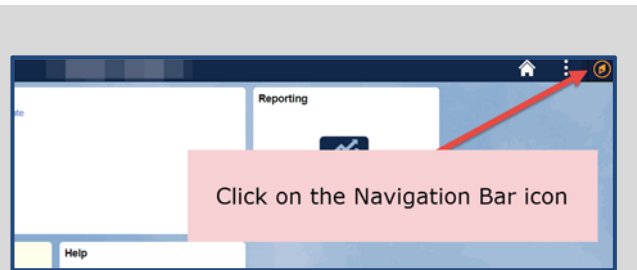# How to Run a Plan By My Tar Heel Tracker Report (Admin Navigation)

This section will show advisors how to run a Plan By My Tar Heel Tracker report in ConnectCarolina through the Navigation Bar.

Note: This report allows advisors to see what courses a student has in their planner and where they are falling in the Tar Heel Tracker.
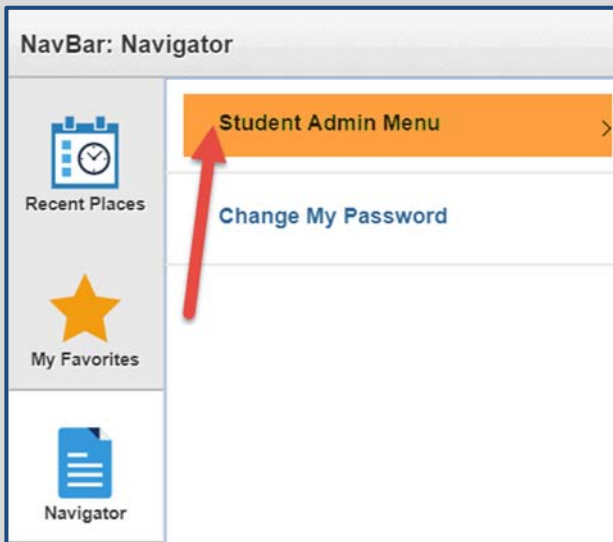
1. Click on the **Navigation Bar** icon to display the NavBar menu.

   Note: This icon can be found in the upper right-hand corner of your screen.

2. Click on the **Navigator** icon.

3. Click on the **Student Admin Menu** link.

4. Follow the path below to access the **Request Advisement Report**.

Academic Advisement >Student Advisement > Request Advisement Report

How to Run a Plan By My Tar Heel Tracker Report (Admin Navigation)

5. Request Advisement Report
   Page

   a. Enter the student's **PID** in the
      ID field.

   b. Click the "Search" button.

The search results Page

Click on a **PLANR** Report Type.

   a. **ADDAR**
      Main Tar Heel Tracker report

   b. **PLANR**
      Plan By My Tar Heel Tracker
      report

   c. **WHTIF**
      What-if report

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6. Advisement Request Results

   a. Click the **Process Request** button

7. Plan By My Tar Heel Tracker Report

   - At the top of the report you will see a blue star icon. This icon indicates a course that the student has in their planner.

The Planned course symbolized by the blue star now falls into all the applicable requirements in the Tar Heel Tracker.