

## How to Access the Advisee Student Center

Advisee Student Center is a centralized page to access academic records, advisement reports, and other advisee tools.

1. Open your browser and go to <http://myci.csuci.edu> or connect through [www.csuci.edu](http://www.csuci.edu) and click on the myCI icon.
2. On the sign-in page:
  - a. Enter your Dolphin Name\* (ex. first.last####)
  - b. Enter your Dolphin password\*
  - c. Click on "Sign in" to log in.\*Both are case sensitive.
3. Once you are logged into myCI, click on Records in the My Account section.
4. Navigate to:
  - a. Self Service
  - b. Advisor Center
  - c. My Advisees