Overview

Advising Records is a complete data-hub and action-center to support Student Progress-To-Degree, Student Retention and Student Completion goals. ‘Academic Advising’ is a class-term used to refer to a wide range of activities, performed under a variety of theoretical and professional practice dispositions and under a variety of organizational models. It is not, as is commonly assumed, merely the task of telling students what to take next semester. Managing advising work in IU’s enterprise system is a complex challenge, requiring an application that functions in all administrative models for delivering advising services and accommodating the variety of individual or departmental professional practices. AdRx is designed to meet those challenges.

One of the features of AdRx is the inclusion of a robust notes system. The notes system provides numerous advantages to students and staff:

- If students forget what was discussed in an advising session they can access the student viewable portion of the notes.
- It’s helpful to know what others have said.
- It helps provide accountability.
- It makes more resources available to students and advisors.
- Advisors can read their notes from previous meetings, making future meetings with students more personalized.
- The system is university wide, supporting permanent and temporary intercampus transfer students.
- Advising records are available to others with proper security if needed.
- Documenting helps you stay focused.
- It helps to quantify individual advising practices.
- It helps to quantify advising services and activities.

The following describes how staff and faculty users will log into the AdRx system and where to locate additional AdRx training topics.

Logging into AdRx

AdRx is accessed from One.IU and requires CAS authentication for all users and Duo authentication for staff and faculty users.

1. From One.IU, log into AdRx by selecting the Advising Records (AdRx) task. The task may be located using the search term “AdRx” or “Advising Records” in the One.IU search bar.
2. If you are not currently signed in with your CAS credentials, enter your **Username** and **Passphrase** when prompted.

The AdRx login page is displayed.

3. Click **Faculty/Staff Login**.

4. Proceed with your method of Duo authentication and click **Log in**.

**Additional AdRx Training Resources**

- For information on locating a student in AdRx, click here.
- For Advisors, click here for an overview of the AdRx Student Information workspace.
- To learn how to add an Advising Record/Contact for a student, click here.
- For information on various AdRx profiles, click here.
- If you are a Coach or Tutor, click here for information on accessing AdRx.
- To access additional AdRx job aids, click here.