

PIPERLINE and EAB Basics

Piperline and EAB's Student Success Collaborative (EAB-SSC) platform are tools to assist you with your advising at Hamline. Piperline is connected to our Banner student information system and provides detailed information on students (transcripts, degree evaluations, contact information, etc.). EAB-SSC is advising software designed to complement Piperline and to provide Hamline with ongoing, detailed, predictive analysis of our students' success. There are overlaps between the two platforms; however, it is important to use *both*, as some information is better accessed via one or the other. Here are non-comprehensive lists of useful information from each platform:

Quick glance at a few PIPERLINE options:

- View advisee lists (three versions, two of which include photos)
- Check advisee registration status and holds
- Print one-page advisee list of alternate registration PINs for tracking purposes
- Generate degree evaluations, including "What-If" Analyses for undecided/undeclared advisees

Quick glance at a few EAB-SSC options:

- Access student demographic information in one location
- Enter and view others' notes pertaining to your students/advisees
- Submit an early alert if you have concerns about a student
- Manage communication with your students/advisees
- Create dynamic advising lists to track on and communication with students (e.g. declared majors)
- View alternate registration PINs (always check effective term before giving PIN to advisees from EAB platform)

PIPERLINE BASICS

How to view advisee lists (2 versions) including photos:

- a. Log into Piperline, select *Faculty Services* (select *Continue* at the confidentiality agreement screen).
- b. Select *Advisee and Student Information Menu*.
- c. Select *Term Selection* and choose the current term.
- d. Select *Advisee Photo-optional Detail List*, or *Advisee Abridged Photo List*—two different formats from which to choose.

How to check advisee registration status and holds:

- a. Log into Piperline, select *Faculty Services* (select *Continue* at the confidentiality agreement screen).
- b. Select *Advisee and Student Information Menu*.
- c. Select *Term Selection* and choose the next fall or spring term (select the term for which you want to check advisees' registration status).

- d. Select *Advisee Photo-optional Detail List*—students' registration status is the first item in each student's list under the *Standing* column.

How to print advisee list of alternate registration PINs:

- a. Log into Piperline, select *Faculty Services* (select *Continue* at the confidentiality agreement screen).
- b. Select *Advisee and Student Information Menu*.
- c. Select *Term Selection* and choose the term for which a student is registering (that is, NOT the current term, but rather, the next fall/spring term).
- d. Select *Advisee List*—the alternate PINs are on this page.
- e. We recommend printing this list and keeping it secure during Advising Weeks. Shred it when all alternate registration PINs have been distributed. Note that alternate registration PINs will remain accessible in Piperline until Registration and Records prepares for the following term's registration (though PINs will drop off your advisee list once a student has registered).
- f. Once a student enters the PIN in Piperline and submits their registration, the PIN is no longer required—they can subsequently reenter the system to add or drop classes without a PIN.

How to generate a degree evaluation:

- a. Log into Piperline, select *Faculty Services* (select *Continue* at the confidentiality agreement screen).
- b. Select *Advisee and Student Information Menu*.
- c. Select *Degree Evaluation*.
- d. Select term – use the default term.
- e. Insert Student ID number and submit.
- f. Submit a second time to confirm student's name.
- g. Make your choice at the very bottom of the page:
 - i. View Previous Evaluations;
 - ii. Generate New Evaluations (usually this is the best option, to capture any recent changes to student's record); or
 - iii. What-If Analysis (very helpful when working with undecided or undeclared majors, as it lists major/minor/certificate requirements).
- h. If you select *Generate New Evaluation*, select the program and select *Generate Request*. Once generated, select either *General* or *Detailed* view (*Detailed* recommended).
- i. If generating a *What-If Analysis*, follow the prompts.

How students can find their advisor:

- a. Log into Piperline.
- b. Select *Student Services*.
- c. Select *Student Records*.
- d. Select *View Student Information*.
- e. Select Current Term.

- f. The student's *General Student Record* will display the primary advisor.

EAB BASICS

How to view advisee lists:

- a. Log into EAB.
- b. EAB should default to your Staff homepage where you will see a list of your assigned advisees, if you have any.

How to check advisee registration status and holds:

- a. Log into EAB.
- b. Make sure you are on your Staff homepage.
- c. Click on a student from your advising list.
- d. On the student profile page, scroll down to the Categories section.
- e. If the student has holds, you will see them listed here. Not all holds may be listed here, but the majority that impact registration eligibility should appear.

How to view alternate registration PINs for your advisee:

- a. Log into Pipeline.
- b. Make sure you are on your Staff homepage.
- c. Click on a student from your advising list.
- d. On the student profile page, scroll down to the student's photo on the bottom, right of the page.
- e. Click on the drop down arrow.
- f. Under the Address field, you will see the alternate registration PIN in the system.
- g. **NOTE:** EAB retains the alternate registration PIN until Registration and Records uploads the new PINs for the upcoming semester the week before Advising Weeks. If you are advising students quite earlier than Advising Weeks, be sure to confirm the year/term code so you are providing the PIN for the upcoming semester and not the previous one. You may need to send the PIN later once they have been uploaded into EAB.
- h. Once a student enters the PIN in Pipeline and submits their registration, the PIN is no longer required—they can subsequently reenter the system to add or drop classes without a PIN.