



**ADVISOR &  
FACULTY  
INSTRUCTIONS:  
HOW TO ACCESS  
JAGTRAX**

## BACKGROUND INFORMATION


JagTrax is a web-based advising tool to help advisors and students monitor and plan academic requirements together. Note: JagTrax is not an official transcript and it does not replace a graduation application.

## INSTRUCTIONS

1. Log into POUNCE using your AU username and password.

<https://pounce.augusta.edu>

User Login

 This system is the property of Augusta University or one its cooperative organizations. The system is restricted to authorized users only. The information on this system is also the property of Augusta University or one of its cooperative organizations, unless applicable laws, contracts or policies indicate otherwise. All users should have no expectation of privacy in any data, format, or other kind of information or communications transmitted, received, printed, stored, or recorded on any of our systems unless applicable laws indicate otherwise. Augusta University reserves the right to monitor usage of this system. You consent to such monitoring by authenticating. By authenticating you also agree to abide by the Augusta University use policy located at <http://www.augusta.edu/compliance/policyinfo/policies.php>.

Students: Please enter your Username and your Password. When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

Username:

Password:

2. Choose the **Faculty & Advisors** menu.

### Personal Information

Update addresses, contact information or marital status; revi

### Student

Register, View your academic records.

### Financial Aid

Apply for Financial Aid, review status and loans.

### Faculty & Advisors

Enter Grades and Registration Overrides, View Class Lists and

### Student Account

Click here to pay acceptance deposits, housing deposits, pay

### NelNet Payment Plan

### Parking Registration & Permit Payment

Choose a permit and pay for your permit here each semester

### View Your Accepted Promissory Note

### Attendance Verification

Verify student attendance in your assigned courses.

### Transfer Articulation

### 3. Next, Choose **Advisor Menu**.

## Faculty Services

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[Student Information Menu](#)

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Detail Class List](#)

[Summary Class List](#)

[Final Grades](#)

[Look Up Classes](#)

[Advisor Menu](#)

[Assignment History](#)

[Class Schedule](#)

### 4. Select **JagTrax for Faculty/Advisors**.

## Faculty & Advisors Menu

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[Term Selection](#)

[ID Selection](#)

[Student Academic Transcript](#)

[View Student Information](#)

[JagTrax for Faculty/Advisors](#)

JagTrax helps advisors audit academic progress toward

**\*\*JagTrax will be temporarily available beginnin**

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5. When you click the Find icon this window appears. Enter the student's name (first, last, or both) and click Search. If multiple students are found at the bottom, click Uncheck All and Check the one student you are looking for. Click **OK** on the bottom left.

The screenshot shows the 'Find Students' interface. At the top, there are input fields for 'Student ID', 'First Name' (containing 'Go'), and 'Last Name' (containing 'Jags'). Below these are various filter dropdowns: Degree, Level, Classification, Catalog Year, Expected Graduation Term, Major, Minor, College, Concentration, Applied to Graduate Term, Campus, Cohort, Attribute, and Sport. A 'Chosen Repeatable Search Criteria' section is present with a 'Remove' button. At the bottom left, the 'OK' button is highlighted with a red box. Other buttons include 'Search', 'Clear', 'Check All', and 'Uncheck All'. A table header for 'Student Search' is visible at the bottom, with columns for Student ID, Name, Degree, Major, Level, and Classification.

## CONTACT

If you have any additional questions, please contact our office at [jagtrax@augusta.edu](mailto:jagtrax@augusta.edu).