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
   Username: 
   Password: 
   Login

2. Choose the Faculty & Advisors menu.
   Personal Information
   Update addresses, contact information or marital status; review Student Registration, view your academic records.
   Financial Aid
   Apply for financial aid; view status and loans.
   Faculty & Advisors
   Enter Student 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**

- 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**

- 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 beginning**

**RELEASE: 8.8.2.1**
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.

**CONTACT**

If you have any additional questions, please contact our office at jagtrax@augusta.edu.