

POUNCE: FACULTY/STAFF INSTRUCTIONS FOR ID SELECTION



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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TABLE OF CONTENTS

PROCESS	2
INSTRUCTIONS.....	2
CONTACT	3

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PROCESS

These instructions will help you navigate through POUNCE to select a student ID.

INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Faculty and Advisors” from main menu.

Faculty & Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

Parking Registration & Permit Payment

Choose a permit and pay for your permit here each semester.

Attendance Verification

Verify student attendance in your assigned courses.

3. Select “Student Information Menu”.

Student Information Menu

Term Selection

CRN Selection

Faculty Detail Schedule

Week at a Glance

Detail Class List

Summary Class List

Final Grades

Advisor Menu

4. Select “ID Selection”.

Term Selection

ID Selection

Student Information

Student Address and Phones

Student E-mail Address

Student Schedule

Academic Transcript

Active Registrations

Registration History

Advisee Listing

5. Enter student ID or first and last name and submit.

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 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

6. Select the student and submit. This allows you to view all information on this student.

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee: Hi

CONTACT

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