



***Procedures for Getting a Copy of your Advising Worksheet from GriffinGate:***

1. Log into MySHU
2. Click on the **GriffinGate** link under the nine dot grid on top right corner of the Home page - <https://griffingate.setonhill.edu/ICS/>
3. Click on the **Student Tab**
4. Click on the *Course Registration and Advising* page link on Red Navigation Panel on left side of page
5. Click on the **Click here** (to view the course needs) link under the **Advising Worksheet** portal
6. Note: it will take a while, but the page will finally load and the **Advising Worksheet** link will appear; click that link; your Advising Worksheet will open in PDF view; you can view it, download it, or print it through the icons in the top right corner of the page.