

Access Advisor Center

with PeopleSoft Version 9.0

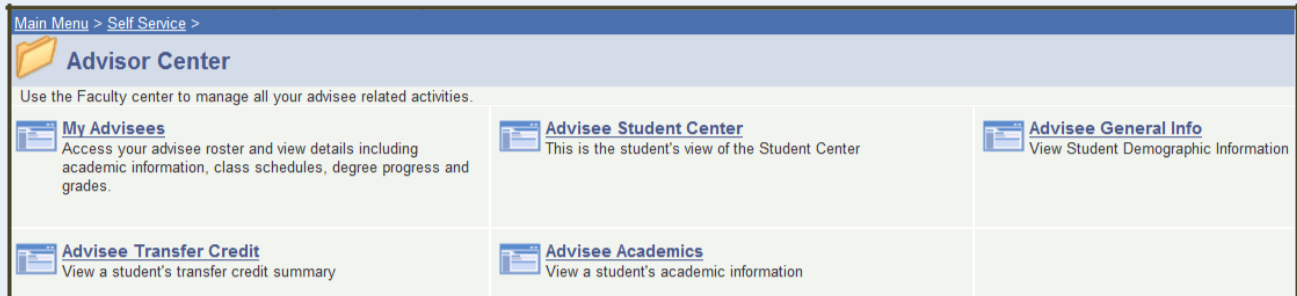
Overview

Instructors with the security role of an academic advisor are provided with Advisor Center options. This center is a tool designated to provide student and academic records in a convenient location for accessing/viewing. Advisor options include a variety of data such as a view of the advisee's student center, shopping cart, planner, academic requirements, general information, and academic history. Below is a table listing options from within the advisor center.

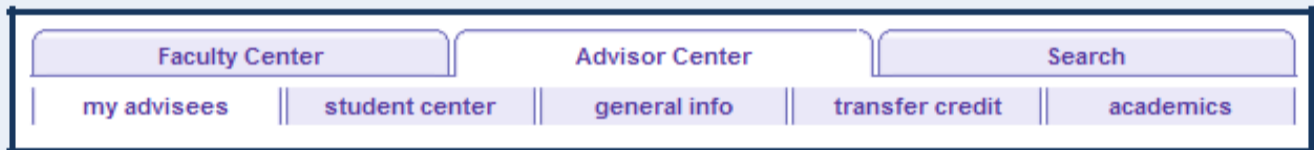
<u><i>Advisor Center Options</i></u>	
My Advisees	View details about advisees assigned to you. Including a view of the advisees student center, shopping carts, planner, academic requirements, general information, and academic history
Student Center	Access an advisee's related transactions and view information such as class schedule, dates, and account information
General Info	View information such as an advisees service indicators, initiated check lists, personal data, and student groups
Transfer Credit	View information such as an advisee's course and test credits
Academics	Advisors can view information such as an advisee's career, program, and term summary
View Data For Other Students	Link to view details about advisees not assigned to you. Including a view of the advisees student center, shopping carts, planner, academic requirements, general information, and academic history. (Note: <i>Previously known as "drop in" advisees</i>)

To access advisor center, first you must be logged into PeopleSoft SIS.

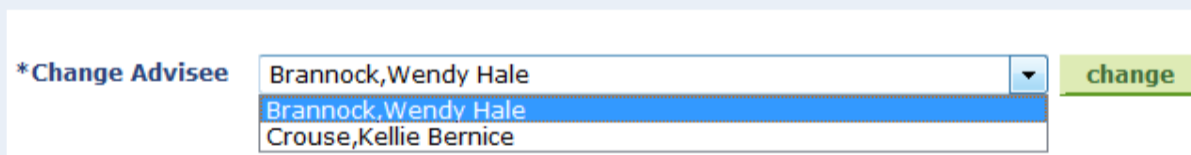
Once logging into PeopleSoft you can access the advisor center multiple ways. Direct access is provided with the following navigation. **Self Service -> Advisor Center**



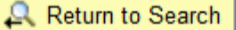
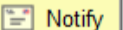
Clicking the Advisor subtab within the **Faculty Center** provides subtabs to the same five options: **my advisees (which is active by default, once you access Advisor Center), student center, general info, transfer credit, and academics**



Note: The top section of all pages within the Advisor Center allows you to change advisees from the designated list of assigned advisees by selecting a name from the drown down list and clicking the change button.



The Bottom section of all pages within the Advisor Center contain the following command buttons:

	Displays search page where you can enter emplid and find information about specified student.
	Clicking the notify button at the bottom of the page will allow you to communicate via email.