Add Newly Hired Instructor to Advisor Table

Step	Action
1.	Click the **Curriculum Management** link. ▷ Curriculum Management
2.	Click the **Instructor/Advisor Information** link. Instructor/Advisor Information
3.	Click the **Instructor/Advisor Table** link. Instructor/Advisor Table
4.	Enter the desired information into the **ID** field.
5.	Click the **Search** button. Search
6.	Click the **Instructor Type** drop down list and select the appropriate type from the list.
7.	Select the **Academic Organization** from the drop down list.
8.	Select the designated **Study Field**.
9.	Click the **Instructor Security type** drop down list and select the appropriate Security type from the list. **Security Type Definitions:** **Full Faculty:** a role that grants instructors access to their class and grade rosters as well as student information (i.e., class schedules, grades, degree progress reports, unofficial transcripts, biographical-phone, address, emergency contacts, and service indicators). It also grants access to Catalog and Class Search. **Limited:** a role that grants instructors access to their class and grade rosters but not to any individual student information not related to their own classes. **Not Applicable:** Not used at SMU. **SR Proxy:** a role that grants teaching/administrative assistants who assist course instructors in managing their courses and entering grades.
10.	**Note:** The remainder of the page (labeled "Instructor/Advisor Role") is not used by SMU.
11.	Click the **Approved Courses** tab. Approved Courses
12.	Click the **Look up Acad Org** button. 🔍

Step	Action
13.	Click the **Look Up** button. Look Up
14.	Click an entry in the **Description** column.
15.	Click the **Look up Subject Area** button.
16.	Click the **Look Up** button. Look Up
17.	Click an entry in the **Description** column.
18.	Click the **Add a new row** button if the person assigned needs to work with additional classes.
19.	Click the **Save** button. Save
20.	**Critical Notes:** 1. If a mistake is made, **do not** attempt to fix it. 2. **Do not** add rows to try and correct. 3. Call the Manager of Academic Scheduling to fix any errors.
21.	**End of Procedure.**