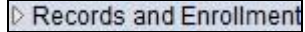
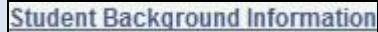


# Assign Initial Student Advisor

1. Click the **Records and Enrollment** link.



2. Click the **Student Background Information** link.

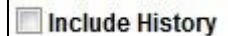


3. Click the **Student Advisor** link.

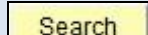


4. Enter the desired information into the **ID** field.

5. Click the **Include History** option.



6. Click the **Search** button.



7. When you enter this page, the **Academic Advisor** field should be blank, indicating no advisor has previously been assigned. If the **Academic Advisor** field is populated and an Advisor's name is displayed, you need to use the procedure outlined in the **Changing Student Advisors** topic.

8. Enter the desired information into the **Academic Career** field.

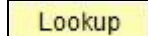
9. Enter the desired information into the **Academic Program** field.

10. If you know the **Advisor's ID**, enter it in the **Academic Advisor** field. Otherwise, click the **Academic Advisor Look Up** icon to search for the advisor by name.

- 11.

12. Enter the desired information in to the **Last Name** and **First Name** fields, and click the **Look Up** button to search for the advisor.

13. Click the **Look Up** button.



14. Click the **Select** button.



15. Once the advisor's ID has been entered, click the **Save** button.

16. **End of Procedure**

