Assign Multiple Advisors to a Student

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

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

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

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

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

6. Click the **Search** button.
    Search

7. Click the **Add a new row** button. This will add a new effective dated row to add new advisor information.
    +

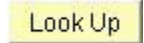8. On the lower blue bar click the **Add a new row** button to add the new advisor information.
    +

9. Click the **Academic Career Look Up** icon.
    🔍

10. Select appropriate the **Academic Career** from the dropdown list.
    [▼]

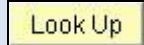11. Click the **Look Up** button.
    Look Up

12. Select the desired **Academic Career** from the search results.

13. Click the **Academic Program Look Up** icon.
    🔍

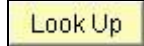14. Click the **Look Up** button.
    Look Up

15. Select the desired **Academic Program** from the search results.

16. Click the **Academic Plan Look Up** icon.
    🔍

17. Click the **Look Up** button.
    Look Up

18. Select the desired **Academic Plan** from the search results.

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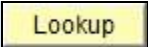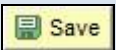   🔍

20. Enter the desired information into the **Last Name** field.

21. Enter the desired information into the **First Name** field.

22. Click the **Look Up** button.

Lookup

23. Click the **Select** button of the desired advisor.

Select

24. Once the advisor has been entered, click the **Save** button.

Save

25. Click the **View All** link to display all rows and view previous advisor information.

View All

26. Both advisors (Advisor 1 and Advisor 2) are displayed.
27. **End of Procedure**