# View Advisee's Academic & Personal Information

1. **Click the Self Service link.**
2. **Click the Advisor Center link.**
3. **Click the My Advisees link.**
4. To send an email to a student click the Name of the desired student.
5. Academic and Personal Information can be retrieved by clicking the View Student Details link.
6. To view another advisee, select the desired student from the Change Advisee dropdown list and click the Change button.
7. The upper portion of the page displays Academic Information
8. Personal Information, including demographic data and emergency contact information can be found at the bottom of the page.
9. Click the My Advisees link.
10. You can email one or more students, by selecting the desired student(s). Then, click the notify selected advisees or notify all advisees button.
11. Edit the email as needed and click the Send Notification button.
12. **Click the Return to My Advisees link.**
13. To search for a student that is not on the My Advisees list select the View Data For Other Students button.
14. **End of Procedure.**