Assign Multiple Advisors to a Student

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. 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.
12. Select the desired Academic Career from the search results.
13. Click the Academic Program Look Up icon.
14. Click the Look Up button.
15. Select the desired Academic Program from the search results.
16. Click the Academic Plan Look Up icon.
17. Click the Look Up button.
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.
23. Click the Select button of the desired advisor.

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

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

26. Both advisors (Advisor 1 and Advisor 2) are displayed.

27. End of Procedure