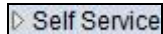


# View Advisee's Academic & Personal Information

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.

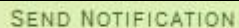
9. Click the **My Advisees** link.



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.**

