View Advisees

The My Advisees section provides a list of the students assigned to an advisor. You can find links to the view student photos, email the student, and access the student center.

1. Click **Main Menu**.
2. Click **Self Service**.
3. Click **Advisor Center**.
4. Click **My Advisees**.

![Main Menu](Image)

5. Click the **Photo** icon to the left of the students name to view their photo.

![My Advisees](Image)
6. Click the View All link to see photos of all advisees or click Arrow buttons to scroll through the advisee photos.
7. Click the Link to Photos radio button or click the my advisees tab to return to the My Advisees page.

8. Click the Notify checkbox to select the advisee or advisees you wish to notify.
9. Click the Notify Selected Advisees button.
10. To notify all advisees, click the Notify All Advisees button.

11. Enter the subject and the desired information into the Message Text field.
12. If you wish to spell check your message before sending, click on the Spell Check icon.
13. Click the Send Notification Button.
14. Click the Return to My Advisees link to return to the My Advisees page.