View Advisees

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

1. Click the Faculty Center tile.

2. Click the Advisor Center tab.

3. The system defaults you onto the My Advisees tab.
4. Click the **View All** link to see photos of all advisees or click **Arrow buttons** to scroll through the advisee photos.

5. Click the **Link to Photos** radio button or click the **My Advisees** tab to return to the My Advisees page.

6. Click the **Notify** checkbox to select the advisee or advisees you wish to notify.
7. Click the **Notify Selected Advisees** button.

   **NOTE: To notify all advisees, click the **Notify All Advisees** button.**

8. Enter the subject and the desired information into the **Message Text** field.

   If you wish to spell check your message before sending, click on the **Spell Check** icon.

   Click the **Send Notification** Button.

9. Click the **Return to My Advisees** link to return to the My Advisees page.