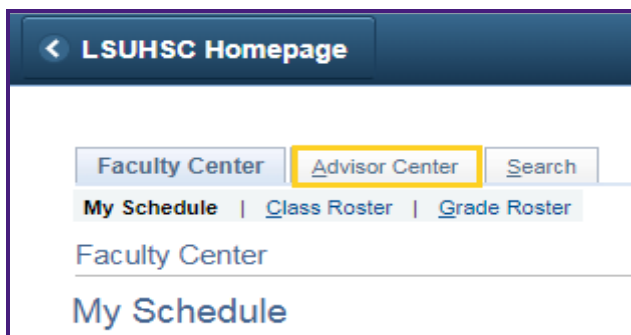


## View Advisees

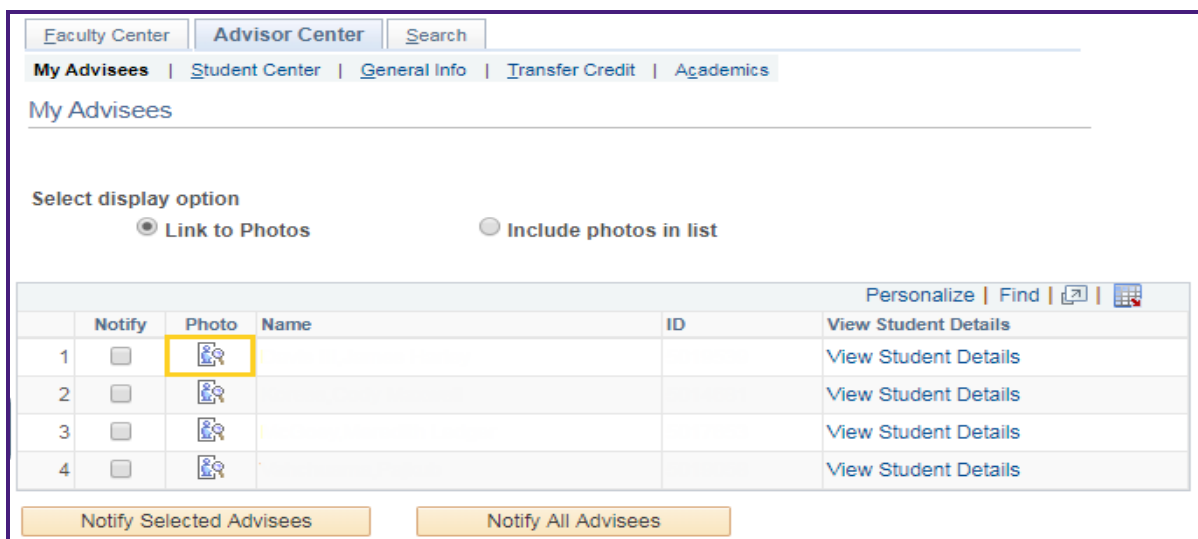
The My Advisees section provides a list of the students assigned to an advisor. You can view the student's photo, email the student, and access the student center.



1. Click the **Faculty Center** tile.

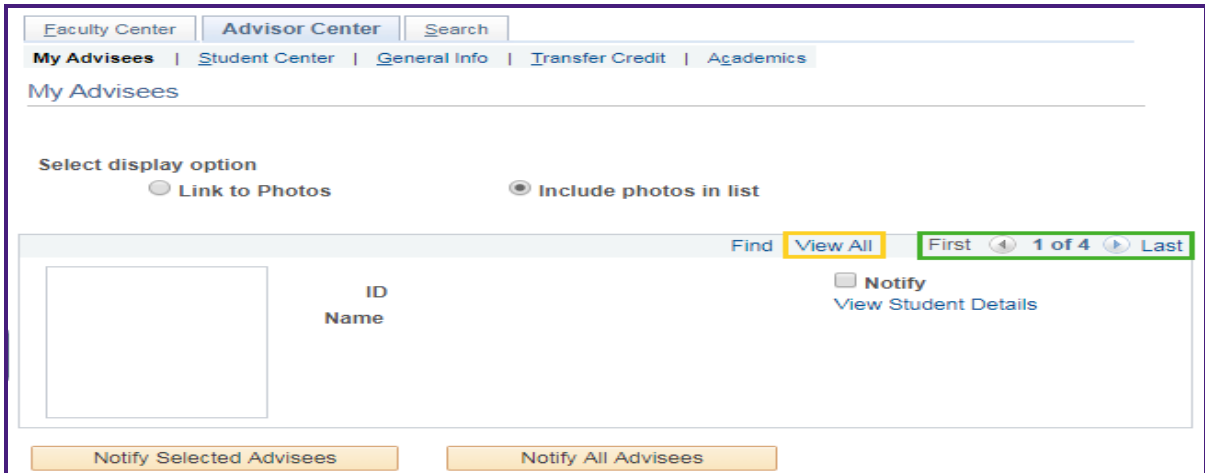


2. Click the **Advisor Center** tab.



3. The system defaults you onto the **My Advisees** tab.

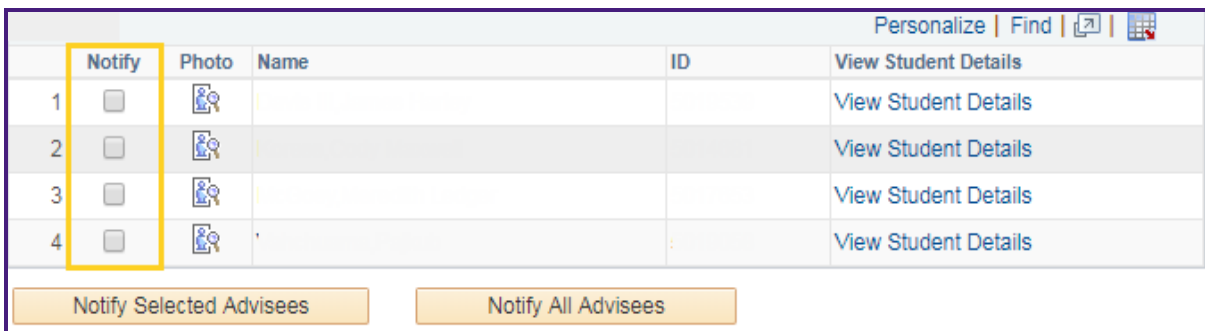
# Job Aid



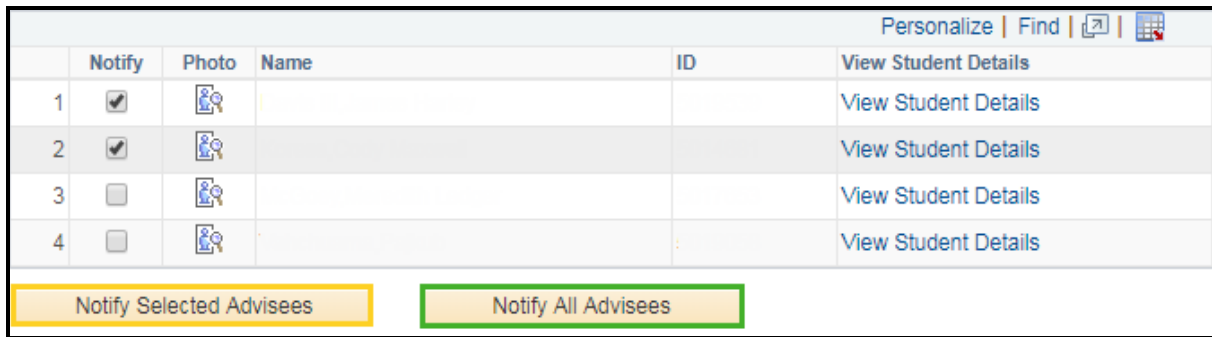
4. Click the **View All** link to see photos of all advisees or click **Arrow buttons** to scroll through the advisee photos.



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.



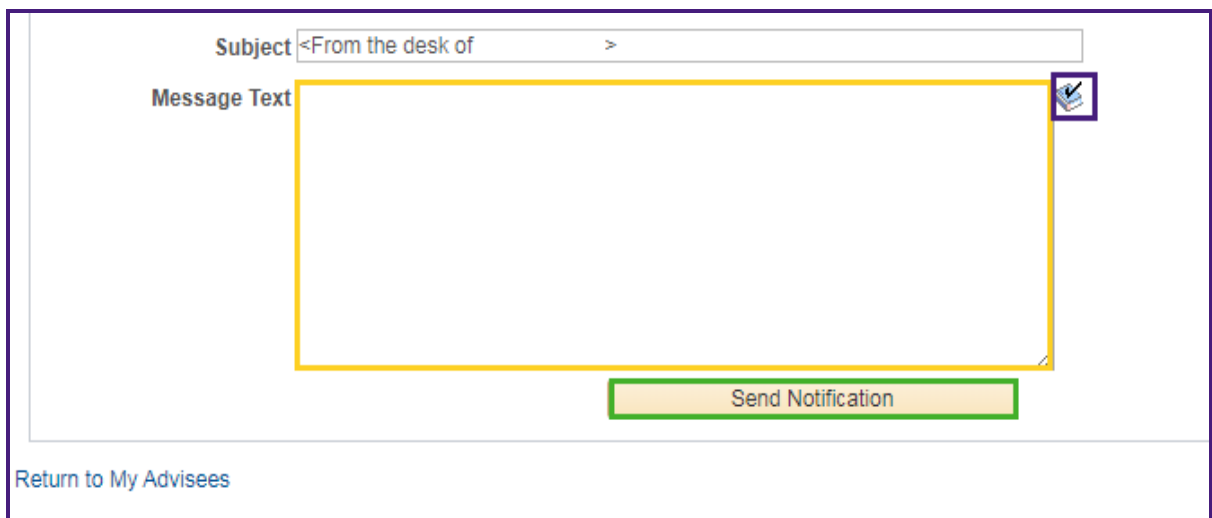
The screenshot shows a table with columns for Notify, Photo, Name, ID, and View Student Details. The first two rows have the 'Notify' checkbox checked. Below the table are two buttons: 'Notify Selected Advisees' (highlighted in yellow) and 'Notify All Advisees' (highlighted in green).

	Notify	Photo	Name	ID	View Student Details
1	<input checked="" type="checkbox"/>				View Student Details
2	<input checked="" type="checkbox"/>				View Student Details
3	<input type="checkbox"/>				View Student Details
4	<input type="checkbox"/>				View Student Details

[Notify Selected Advisees](#) [Notify All Advisees](#)

7. Click the **Notify Selected Advisees** button.

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



The screenshot shows a notification form with a 'Subject' field containing '<From the desk of >', a large 'Message Text' field (highlighted in yellow), and a 'Send Notification' button (highlighted in green). A 'Spell Check' icon is visible in the top right corner of the message text area. A 'Return to My Advisees' link is at the bottom left.

Subject <From the desk of >

Message Text

[Send Notification](#)

[Return to My Advisees](#)

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.



[Return to My Advisees](#)

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