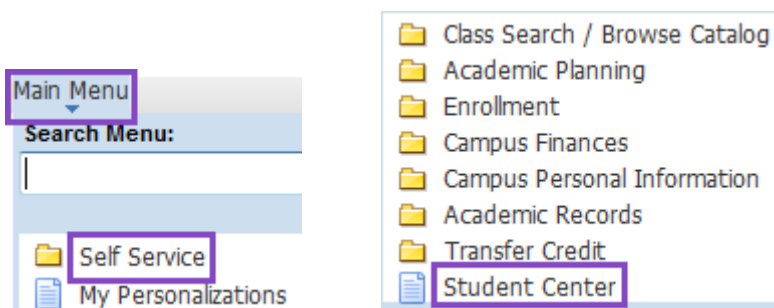


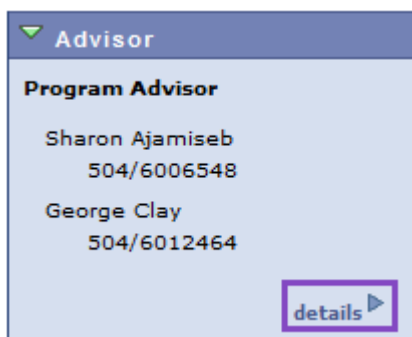
View Your Program Advisor

1. Click the **Main Menu** button.
Click the **Self Service** menu.
Click the **Student Center** menu.



2. Your Advisor's name and phone number displays in the Advisor section of the Student Center. Click the **Details** link in the Advisor section to access your advisor's email information.

NOTE: *There are multiple options available for sending an email to your advisor.*



3. You can select which advisor you which to email. Click the **Advisor's Name** link to email a specific advisor.

Notify	Advisor Name	Phone
<input type="checkbox"/>	Sharon Ajamiseb	504/600-6548
<input type="checkbox"/>	George Clay	504/601-2464

4. The system redirects you to Outlook. Input email information and then click the send button.
Click the **Close** button.



Job Aid

5. If multiple advisors are listed, you can select which advisor(s) you wish to email one of two ways:
1. Click the Notify button to the left of the advisor's name; and/or
 2. Click the NOTIFY ALL ADVISORS button.

Click the **Notify All Advisors** button.


Notify	Advisor Name	Phone
<input type="checkbox"/>	Sharon Ajamiseb	504/600-6548
<input type="checkbox"/>	George Clay	504/601-2464

NOTIFY SELECTED ADVISORS

NOTIFY ALL ADVISORS

6. Enter the desired information into the Subject and Message Text field. You can spell check your message by clicking the spell check icon located to the right of the Message Text field. Click the **Send Notification** button.

Subject: <From the desk of Michael Bourgeois> Training Job Aid

Message Text: Please use this an a training exercise. 

SEND NOTIFICATION

7. A message displays indicating your email has been sent. Click the **Return to My Advisors** link.

[Return to My Advisors](#)

8. Click the **Student Center** option from the **go to ...** drop-down list, and then click the **GO!** button, or click the Student Center link on your menu bar.

