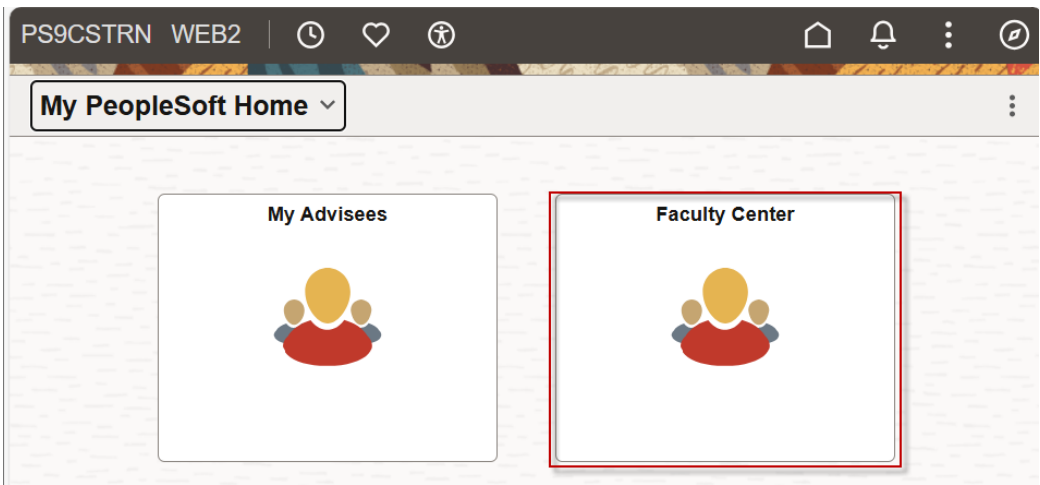
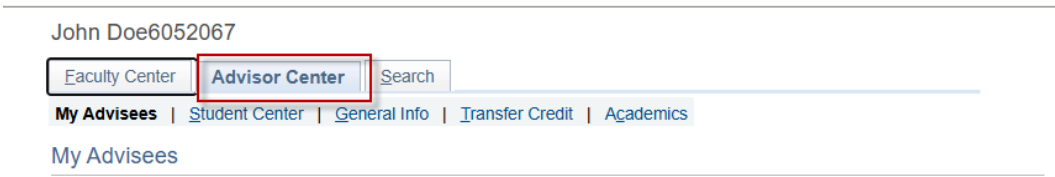


## View Advisees

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.

# Job Aid

John Doe6052067

[Faculty Center](#) [Advisor Center](#) [Search](#)



[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

[My Advisees](#)


Select display option

☒ Link to Photos

☐ Include photos in list

Personalize   Find    				
	Notify	Name	ID	View Student Details
1	<input type="checkbox"/>	John Doe6062584	6062584	<a href="#">View Student Details</a>
2	<input type="checkbox"/>	John Doe6070877	6070877	<a href="#">View Student Details</a>
3	<input type="checkbox"/>	John Doe6122352	6122352	<a href="#">View Student Details</a>
4	<input type="checkbox"/>	John Doe6135340	6135340	<a href="#">View Student Details</a>
5	<input type="checkbox"/>	John Doe6187691	6187691	<a href="#">View Student Details</a>

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

 [Go to top](#)


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

Select display option

☐ Link to Photos


☒ Include photos in list

Find | View All | First | 1 of 5 | Last

 ID 6062584  
Name John Doe6062584

☐ Notify  
[View Student Details](#)

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

 [Go to top](#)

- Click the **Include photos in list radio button** to see photos of all advisees and click **Arrow buttons** to scroll through the advisee photos.

John Doe6052067

Faculty Center

Advisor Center

Search

My Advisees

Student Center

General Info

Transfer Credit



Academics

My Advisees

Select display option


☒ Link to Photos

☐ Include photos in list

Personalize   Find    				
	Notify	Name	ID	View Student Details
1	<input type="checkbox"/>	John Doe6062584	6062584	View Student Details
2	<input type="checkbox"/>	John Doe6070877	6070877	View Student Details
3	<input type="checkbox"/>	John Doe6122352	6122352	View Student Details
4	<input type="checkbox"/>	John Doe6135340	6135340	View Student Details
5	<input type="checkbox"/>	John Doe6187691	6187691	View Student Details

Notify Selected Advisees

Notify All Advisees



 Go to top

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

Select display option

☒ Link to Photos

☐ Include photos in list

Personalize   Find    				
	Notify	Name	ID	View Student Details
1	<input checked="" type="checkbox"/>	John Doe6062584	6062584	View Student Details
2	<input type="checkbox"/>	John Doe6070877	6070877	View Student Details
3	<input type="checkbox"/>	John Doe6122352	6122352	View Student Details
4	<input type="checkbox"/>	John Doe6135340	6135340	View Student Details
5	<input type="checkbox"/>	John Doe6187691	6187691	View Student Details

Notify Selected Advisees

Notify All Advisees



6. Click the **Notify** checkbox to select the advisee or advisees you wish to notify.

## Job Aid

Select display option

☒ Link to Photos

☐ Include photos in list

Personalize   Find    				
	Notify	Name	ID	View Student Details
1	<input checked="" type="checkbox"/>	John Doe6062584	6062584	View Student Details
2	<input type="checkbox"/>	John Doe6070877	6070877	View Student Details
3	<input type="checkbox"/>	John Doe6122352	6122352	View Student Details
4	<input type="checkbox"/>	John Doe6135340	6135340	View Student Details
5	<input type="checkbox"/>	John Doe6187691	6187691	View Student Details

Notify Selected Advisees

Notify All Advisees

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

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

My Advisees

### Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from John Doe6052067**


**From** [redacted]@lsuhsc.edu

**To** [redacted]@lsuhsc.edu

**CC**

**BCC** [redacted]@lsuhsc.edu

**Subject** <From the desk of John Doe6052067>

**Message Text** 

Send Notification

[Return to My Advisees](#)

- 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.