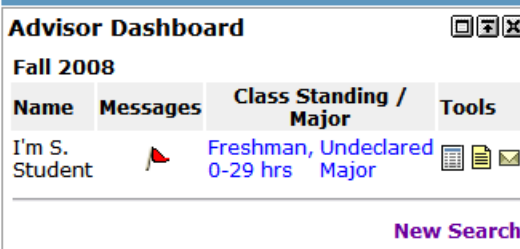


**Please Note: Also refer to the handout *Using the Advisor Dashboard*.**

**At the Advisor Dashboard, enter the following:**

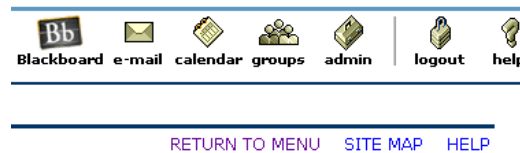
1. Current term (or if a newly admitted student the term the student was admitted for).
2. Student last name and first name.
3. Click on All.
4. Click on the student's Class.



Name	Messages	Class Standing / Major	Tools
I'm S. Student		Freshman, Undeclared 0-29 hrs Major	

[New Search](#)

5. Click on the RETURN TO MENU selection at the top right of the screen.



6. Click on ID Selection at the left of the screen.
7. Enter the student's last name and first name.
8. Click on All.
9. Click on Submit.

**It is recommended that you always logout of the portal and then close the browser window when you are finished using the portal at any public computer to ensure the security of your access.**