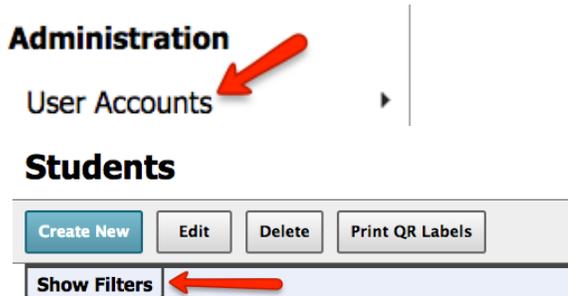


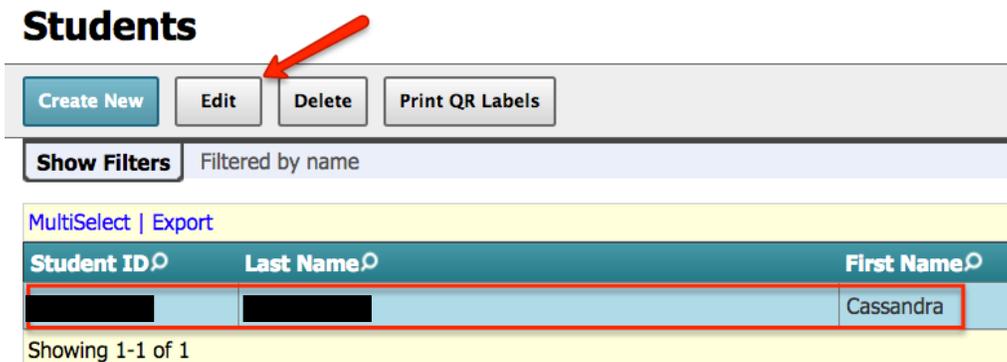
CREATING ADVISORS

1. After logging in, hover over “User Accounts” on the left and select “Students” (If he or she is an instructor and not a student, select “Instructor”). His or her name will pop up after you do a search in the “Show Filters” section.



2. If the new advisor is not a student OR instructor at CSUSM, click “System Users” when you hover over “User Accounts”. At the top you will select “Create New” and the only info you’ll need in their account is their Employee/Student ID, campus username, and First/Last name. If this action took place, skip to step 4.

3. Double click on the student’s account or highlight it and click “Edit” at the top.



4. Scroll down to the bottom of the page and under Security, you will want to check the box for “Is Advisor:” BE SURE that you select the “User Roles” tab at the top and assign him/her the appropriate CENTER and what access you wish to give him/her. User roles is a small grey tab under the “Save Changes” button.

Security

Is Advisor :

[General Information](#)
[Advisor Assignments](#)
[User Roles](#)

Sign In Information

- After checking that box, a new tab will appear at the top labeled “Advisor Assignments”. Here, assign the subjects that the student is going to be in charge of advising/tutoring other students.

Cassandra Bell

[General Information](#)
[Profile](#)
[Advisor Assignments](#)
[Student Enrollment](#)

- You can search for the course by clicking on the little magnifying glass for any column you wish to search by.

Enrollment for Term:

[Clear All](#) | [Show](#) | [Export](#)

| Code | |
|-----------------------------------|---|
| <input type="checkbox"/> BIOL-104 | (BIOL 104) - HUMAN BIOLOGY |
| <input type="checkbox"/> BIOL-105 | (BIOL 105) - INTRO TO BIOLOGY/ ECOLO |
| <input type="checkbox"/> BIOL-100 | (BIOL 100) - MICROBIOLOGICAL HEALTH SCI |

- Once you have assigned all of the advisor’s subject areas, be sure to click SAVE CHANGES at the top and then you are done! All you need to do now is give the advisor a schedule (See ADVISORS SCHEDULE instructions).

Cassandra Bell

[General Information](#)
[Profile](#)

NOTE: If you have customized subject areas (you’ll know who you are), make sure you search in the “Code” section with your center’s acronym’s first (i.e. CEHHS). If you are having trouble with this, contact Colin McDonell.