Changing Approved Advisors

Step 1: Put SGAADVR in as form name in Go To….

Go To... SGAADVR   ▼   Welcome,

📁 My Banner

📁 Banner

   📁 Student [*STUDENT]

   📁 Financial Aid [*RESOURCE]

   📁 General [*GENERAL]

Step 2: This screen will come up

Multiple Advisors SGAADVR 8.2 (PROD)

ID: [   ] ▼ [   ]   Term: [   ] ▼

Advisor Information

From Term: [   ]   Maintenance 🖳   To Term: [   ]

ID ▼		Advisor Type ▼	Primary Indicator
[ ]	[ ]	[ ]	☐
[ ]	[ ]	[ ]	☐
[ ]	[ ]	[ ]	☐
[ ]	[ ]	[ ]	☐
[ ]	[ ]	[ ]	☐
[ ]	[ ]	[ ]	☐

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Step 3: Put in Student ID. If you do not know student ID, click down arrow

Multiple Advisors SGAADVR 8.2 (PROD)

ID: [▼]   Term: [ ] [▼]

Advisor Information
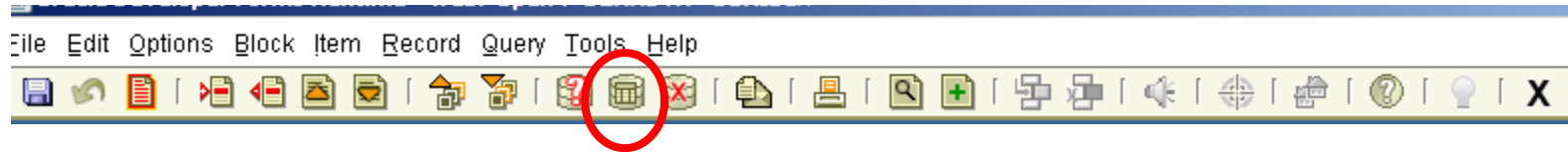
From Term: [ ]   Maintenance   [⚏]   To Term: [ ]

ID [▼]   Advisor Type [▼]   Primary Indicator

Step 4: Put in Student last name. The "%" sign is a wild card sign.

Step 5: And First name.
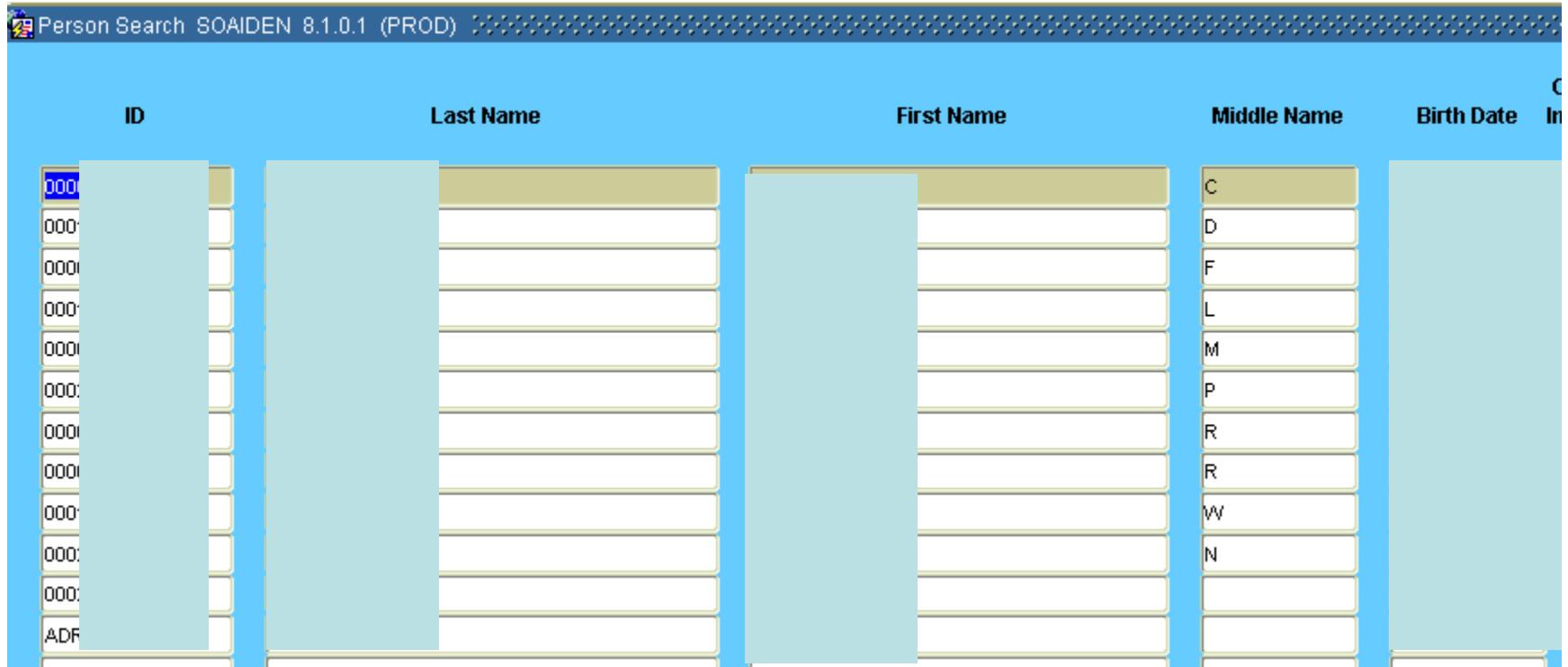
Person Search SOAIDEN 8.1.0.1 (PROD)

ID   Last Name   First Name   Middle Name

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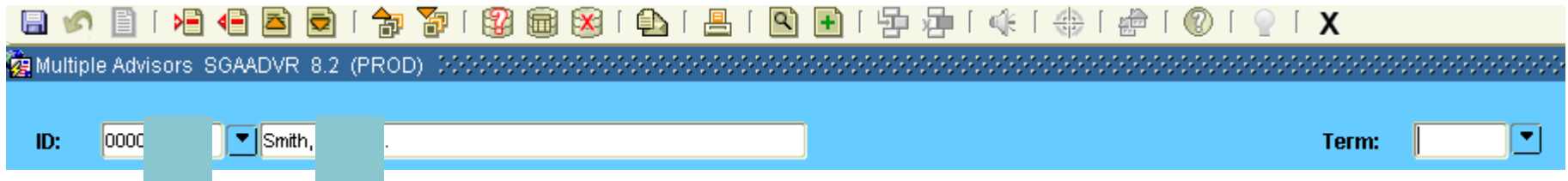**Step 6:** Execute query by clicking on the drum Or the F8 key

File Edit Options Block Item Record Query Tools Help

Step 7: This will bring up all the students with the ID of the name that you were looking for. Double click on the person you want.

ID	Last Name	First Name	Middle Name	Birth Date
000			C	
000			D	
000			F	
000			L	
000			M	
000			P	
000			R	
000			R	
000			W	
000			N	
000				
ADR				

Person Search SOAIDEN 8.1.0.1 (PROD)
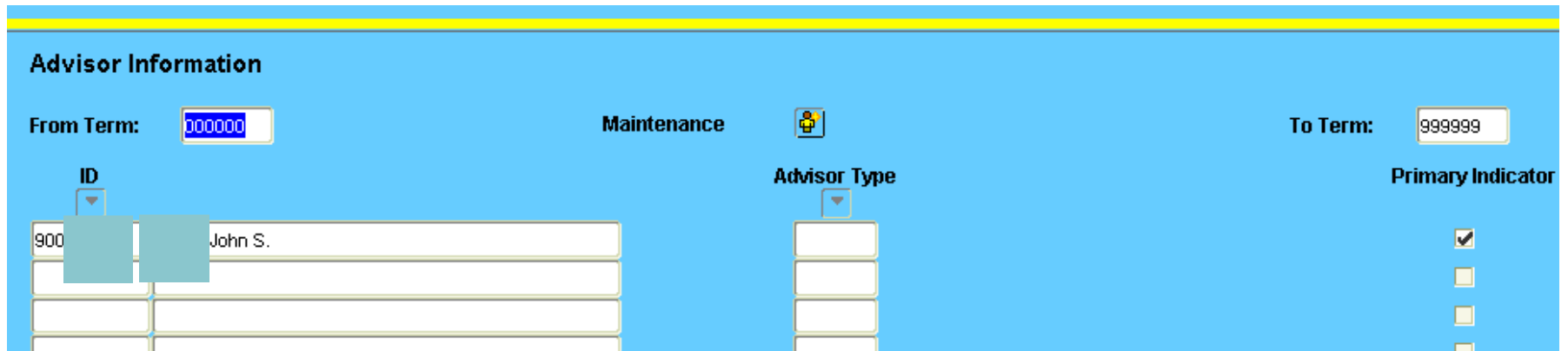
Step 8: The SGAADVR screen will appear with student information. Put in the current term. Terms start with the year followed by: 10=Spring, 60=Summer, and 90=Fall

Step 9: The advisor information will then populate. From here you will have a couple of ways to put in the advisor.

If the icon beside Maintenance is yellow and there is an advisor name, go to page 7.

If the icon beside Maintenance is NOT yellow and there is an advisor name go to page 10.

Step 9: Click on the icon by Maintenance

Step 10: This screen will show up.

Step 11: If you do not want to keep the advisors listed, Click on End Advisor. If you want to keep the advisors listed, click on Copy Advisor

Step 12: Roll back

Step 13: Then go to next block

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Step 14: If you clicked end advisor you will get a blank screen. If you copied advisor, all previous advisors will be there. Click on the ID down arrow

Step 15: This screen will come up. **Double** click in last name and type advisor last name. Type in advisor first name. Execute query. If you have problems with the advisor name, the % is a wild card and can be used in place of any letters.

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Step 16: This will give you a list of advisors.

Step 17: Double click on the ID number

Faculty/Advisor Query SIAIQRY 8.1.1 (PROD)

Term: 201190 ☐ Faculty ☑ Advis
Staff Type: Contract Type: Tenure Status

ID	Last Name	First Name	Middle Name
900		Alberto	J

Step 18: This will put in the advisor information. Choose an advisor type by clicking the down arrow. If this is their primary advisor, put a check in Primary indicator. Then save and roll back. You are done.
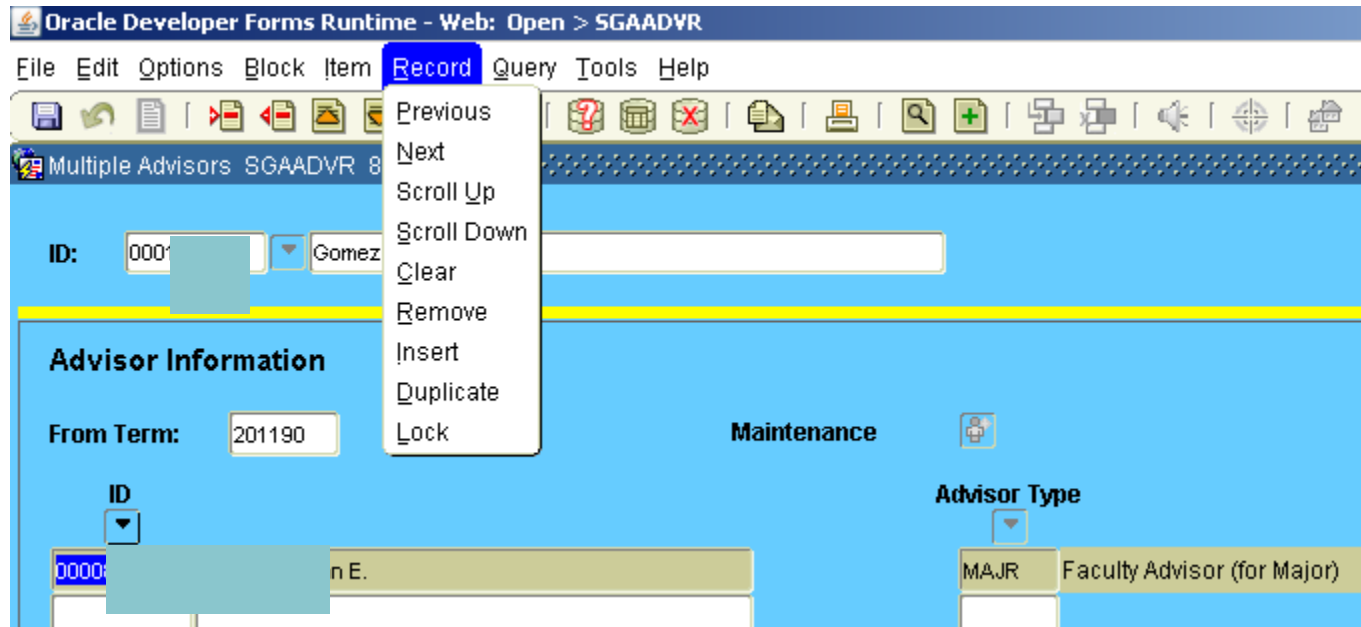
Multiple Advisors SGAADVR 8.2 (PROD)

ID: 0001 Term: 201190

Advisor Information

From Term: 201190 Maintenance To Term: 999999

ID	Advisor Type	Primary Indicator
900		☐
		☐

Step 10: Click on Record

Step 11: Click on Remove. This will remove advisor name

Step 12: Save

Step 13: Rollback

Go to page 8 for directions on how to find an advisor.