

Changing Approved Advisors

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
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

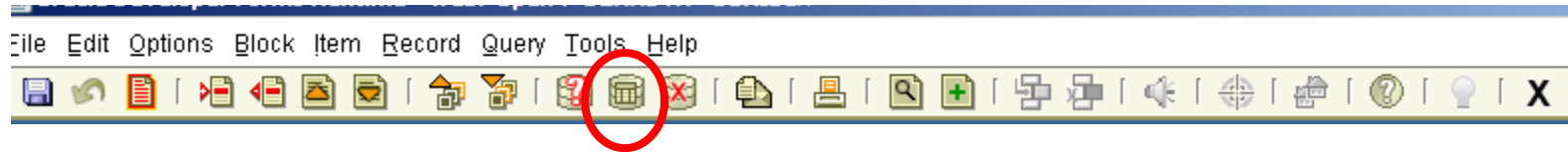
Step 4: Put in Student last name. The “%” sign is a wild card sign.

Step 5: And First name.

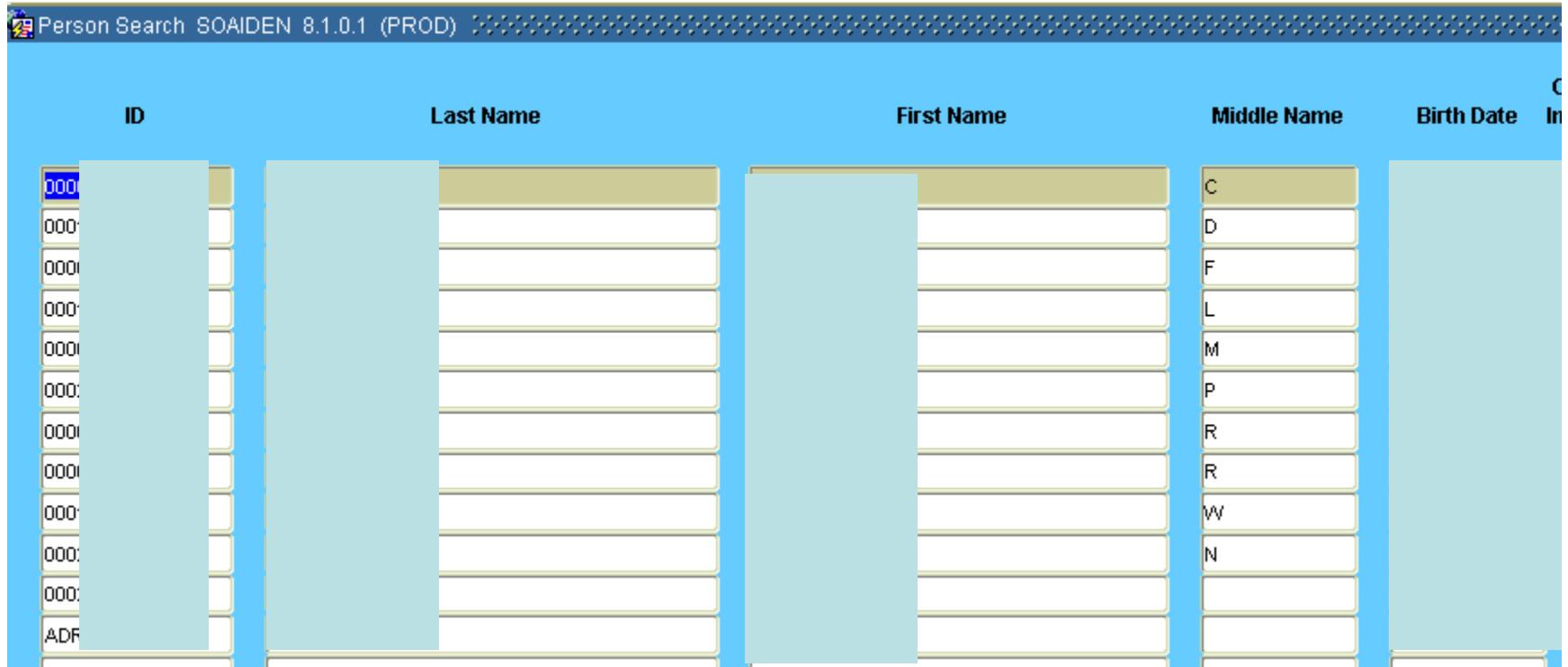
Person Search SOAIDEN 8.1.0.1 (PROD)

ID	Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



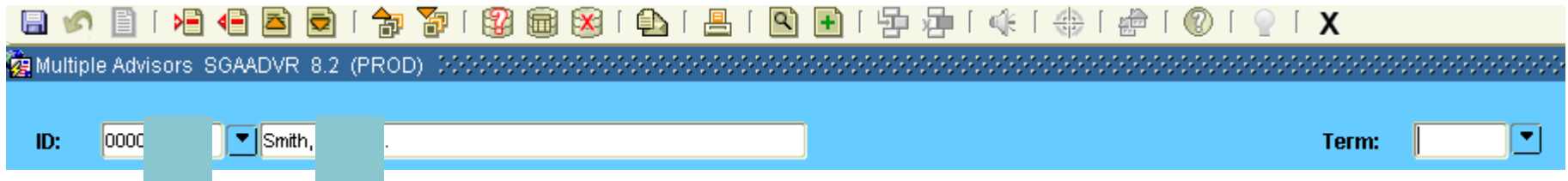
Step 7: This will bring up all the students with the ID of the name that you were looking for. Double click on the person you want.



Person Search SOAIDEN 8.1.0.1 (PROD)

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	
ADF				

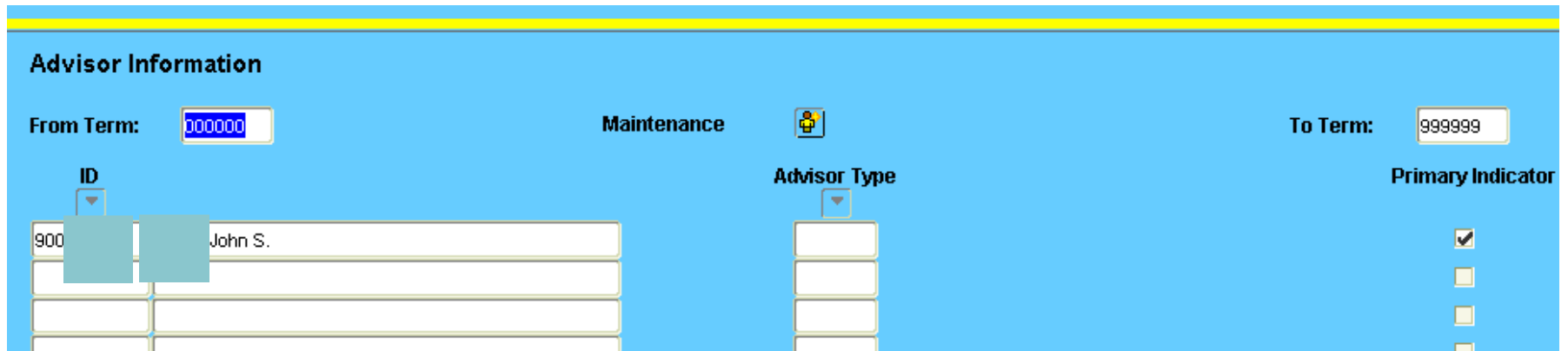
Step 8: The SGAADVR screen will appear with student information. Put in the current term. Terms start with the year followed by: 10=Spring, 60=Summer, and 90=Fall



Multiple Advisors SGAADVR 8.2 (PROD)

ID: 0000 Smith, Term:

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



Advisor Information

From Term: 000000 Maintenance To Term: 999999

ID	Advisor Type	Primary Indicator
900 John S.		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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

The screenshot shows the 'Advisor Information' form with a blue background. At the top, there is a yellow horizontal bar. Below it, the text 'Advisor Information' is displayed. The form includes several fields: 'From Term:' with a value of '000000', 'To Term:' with a value of '999999', and a 'Primary Indicator' checkbox which is checked. The main section of the form is a table with columns for 'ID', 'Advisor Name', 'Advisor Type', and 'Primary Indicator'. The first row shows an ID of '9000', a name 'John S.', and a yellow icon next to the word 'Maintenance'. A red oval highlights the word 'Maintenance' and the yellow icon. Below the table, there are several empty rows.


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

The screenshot shows the 'Advisor Information' form with a blue background. At the top, there is a yellow horizontal bar. Below it, the text 'Advisor Information' is displayed. The form includes several fields: 'From Term:' with a value of '201190', 'To Term:' with a value of '999999', and a 'Primary Indicator' checkbox which is checked. The main section of the form is a table with columns for 'ID', 'Advisor Name', 'Advisor Type', and 'Primary Indicator'. The first row shows an ID of '0000', a name 'Susan E.', and a non-yellow icon next to the word 'Maintenance'. A red oval highlights the word 'Maintenance' and the non-yellow icon. Below the table, there are several empty rows.

Step 9: Click on the icon by Maintenance

Advisor Information

From Term: 000000

Maintenance 

To Term: 999999

ID	Advisor Type	Primary Indicator
9000	John S.	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Cancel

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

Option List

Copy Advisor

End Advisor

Cancel

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

Advisor Information

From Term: 201190 Maintenance To Term: 999999

ID Advisor Type Primary Indicator

ID	Advisor Type	Primary Indicator
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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.

File Edit Options Block Item Record Query Tools Help

Faculty/Advisor Query SIAIQRY 8.1.1 (PROD)

Term: 201190 Faculty Advisor

Staff Type: Contract Type: Tenure Status:

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	



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

Faculty/Advisor Query SIAIGRY 8.1.1 (PROD)

Term: 201190 Faculty Advisors
Staff Type: Contract Type: Tenure Status:

ID	Last Name	First Name	Middle Name	F
900	[REDACTED]	Alberto	J	

Step 17: Double click on the ID number

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.

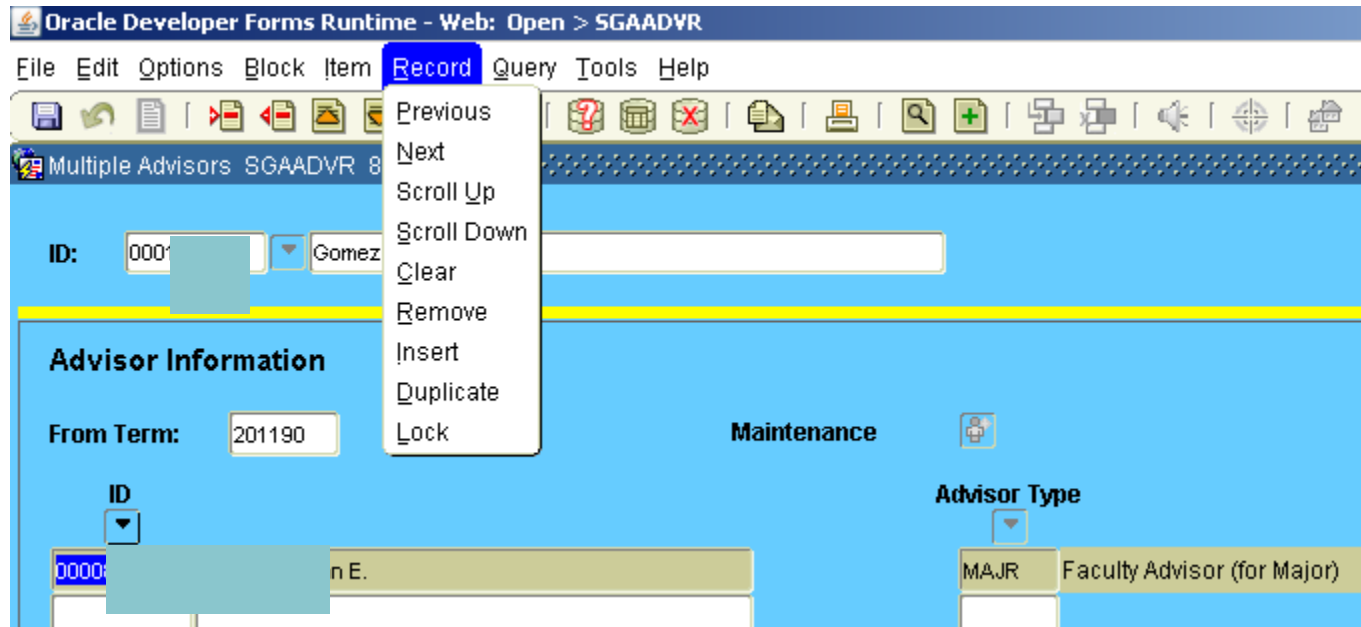
Multiple Advisors SGAADVR 8.2 (PROD)

ID: 0001 [REDACTED] Term: 201190

Advisor Information

From Term: 201190 Maintenance To Term: 999999

ID	Advisor Type	Primary Indicator
900	[REDACTED]	<input type="checkbox"/>



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.

