How to find your advisor

It is important to keep in touch with your advisor especially during this time while remote learning is taking place. To find your advisor follow these steps, and remember to use proper email etiquette when communicating with them.

1. Log on to www.esu.edu
2. On the top right corner select “MyESU”. This is how you will access your
   portal.
3. Put in your username and password that you would use to log into any
   computer on campus. (Single Sign-On)
4. When you are logged in, right under the logo on the left side of the screen,
   select the tab students.
5. Scroll down to the heading that says “Academic Profile”
6. This is where you should see your major, your college etc.,
7. In the heading there is a drop down tab that says, “Select another term”
8. Select the current year term (Spring 2020)
9. Scroll back down and make sure the correct term has been selected
10. Scroll down until you see the heading “Advisors” below your information
11. The first name that appears is your advisors name. The name underneath
    it is the secretary of the office your advisor is in.
12. Next to your advisors name there should be a small envelope, click on that
    to email your advisor.
13. Remember to introduce yourself, and tell them that you are their advisee!