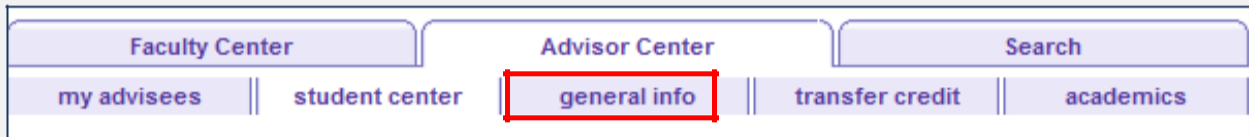


Advisee General Info

with PeopleSoft Version 9.0

Accessing Advisee General Info in the advisor center can be achieved in one of the following ways:

- 1) Self Service -> Advisor Center [→] General Info
- 2) If you are in the advisor center-, select general info tab.



Advisee General Info page provides advisors with access to lots of student data, such as, holds, groups, and personal data etc.

Hint: Click the Collapse All and/or Expand All buttons to hide and/or display all sections of the page at once.

The screenshot displays the 'Advisee General Info' page for 'Wendy Brannock'. At the top, there is a dropdown menu for '* Change Advisee' with 'Brannock,Wendy Hale' selected and a 'change' button. Below this, there are two columns of links: 'Service Indicators', 'Student Groups', 'National ID', 'Addresses', 'Email Addresses' on the left; and 'Initiated Checklists', 'Personal Data', 'Names', 'Phones' on the right. To the right of these links are two buttons: 'COLLAPSE ALL' and 'EXPAND ALL'. Below the links, there is a list of sections, each with a green arrow icon and a corresponding 'edit' button: 'Service Indicators' (edit service indicators), 'Initiated Checklists' (review checklist summary), 'Student Groups' (edit student groups), 'Personal Data' (edit personal data), 'National ID' (edit national ids), 'Names' (edit names), 'Addresses' (edit addresses), 'Phones' (edit phones), and 'Email Addresses' (edit email addresses).

Helpful Hints:

To access a section on the Advisee General Info page ,click the specific link at the top of the page to advance to that section **OR** use the scroll bar to move to each individual section and click the green triangle to the left of the header to expand or collapse section.

<u>Service Indicators</u>	<u>Initiated Checklists</u>
<u>Student Groups</u>	<u>Personal Data</u>
<u>National ID</u>	<u>Names</u>
<u>Addresses</u>	<u>Phones</u>
<u>Email Addresses</u>	

Clicking the **Go to top** link in any section, will return advisor to the top of the General Info page.