

View My Advisees

with PeopleSoft Version 9.0

The view “My Advisees” page, inside the Advisor Center, provides academic advisors with a list of students identified as their advisees from a central location. **Note: this subtab is the default page when accessing the advisor center.**

My Advisees

	Notify	Name	ID	View Student Details
1	<input type="checkbox"/>	Brannock, Wendy Hale		View Student Details
2	<input type="checkbox"/>	Crouse, Kellie Bernice		View Student Details



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Helpful tips:

- To sort Advisees by Name or ID click their respective column heading.
- For communication with an advisee or group of advisees, use the notify checkbox located beside the advisees name.

- Select individual check boxes then click **Notify Selected Advisees**, to notify these selected advisees.

- Click **Notify All Advisees** to communicate with all advisees

- To zoom in on the advisee list, click the  icon on the title bar. To exit this view, scroll down and click the Return button.
- To download a list of your advisees to Excel-Hold down the **CTRL** key and click the  icon on the title bar.
- Clicking the View Student Details link to see a clone view of what the student sees when accessing PeopleSoft. **[for further information about student details, click to view the student details tutorial.]**