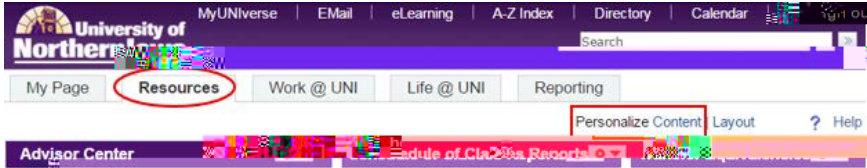
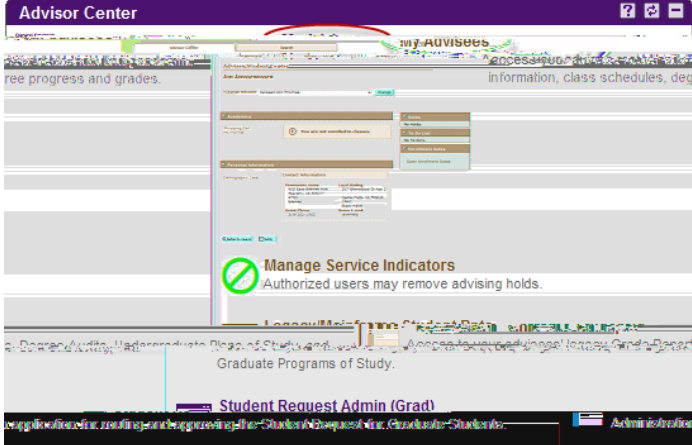
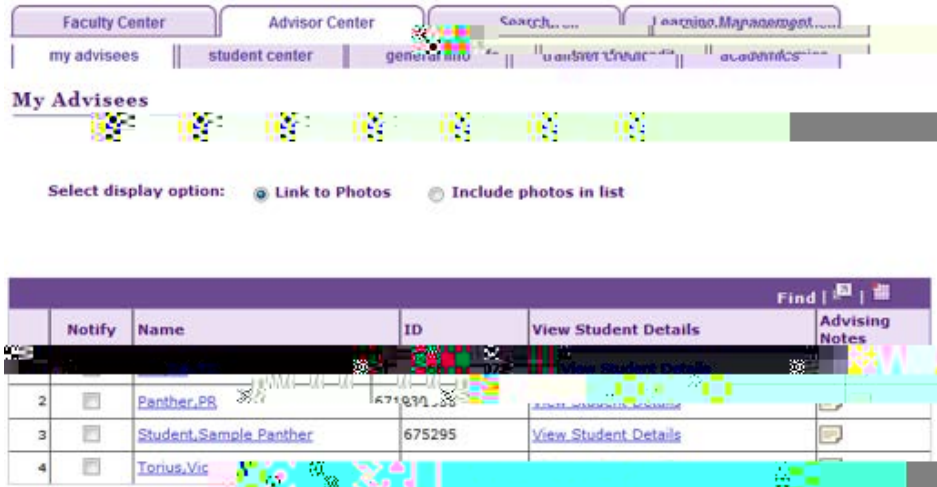


## Creating Advising Notes using Advisor Center

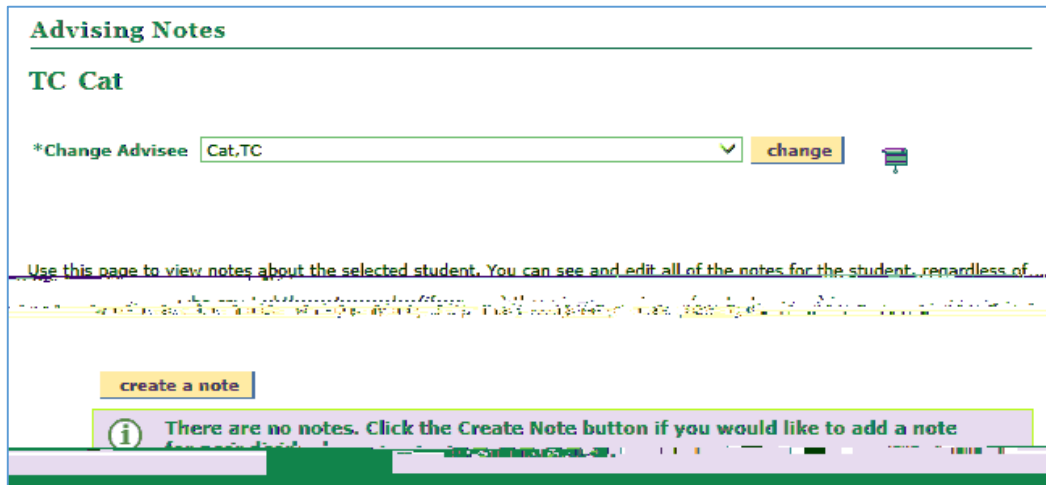
**Purpose:** Users with appropriate security may create advisor notes via Advisor Center. The following instructions describe how to create advising notes.

Step	Action																				
1.	<p>Access and log into <b>My UNiverse</b>. Locate the Advisor Center pagelet on the <b>Resources</b> tab. You may have to scroll down.</p> <p><i>Note:</i> Advisor Center can also be added to the <b>My Page</b> tab using Personalize Content.</p> 																				
2.	<p>Use the <b>My Advisees</b> link in the <b>Advisor Center</b> pagelet.</p>  <p><b>Result:</b> Advisor Center opens with the <b>My Advisees</b> tab displayed.</p>  <table border="1" data-bbox="277 1692 1208 1902"> <thead> <tr> <th>Notify</th> <th>Name</th> <th>ID</th> <th>View Student Details</th> <th>Advising Notes</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Panther, PR</td> <td>675295</td> <td>View Student Details</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Student, Sample Panther</td> <td>675295</td> <td>View Student Details</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Torius, Vic</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Notify	Name	ID	View Student Details	Advising Notes	<input type="checkbox"/>	Panther, PR	675295	View Student Details		<input type="checkbox"/>	Student, Sample Panther	675295	View Student Details		<input type="checkbox"/>	Torius, Vic			
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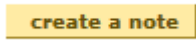
3. Use the **Advising Notes** icon for the appropriate student.



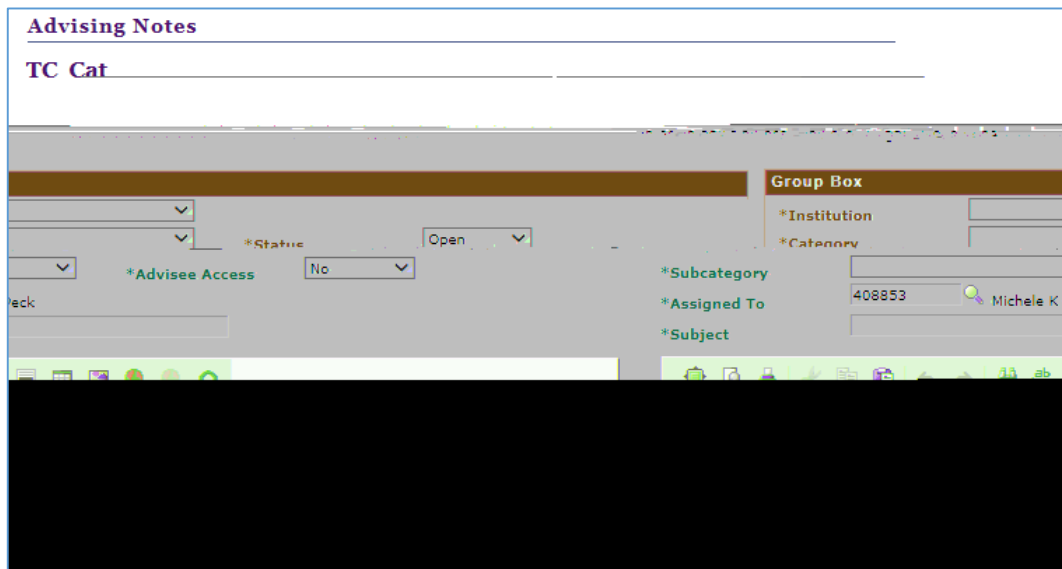
**Result:** The Advising Notes page for this student displays.



4. Use the **create a note** button.



**Result:** A new Advising Note template for the student displays.



## Creating Advising Notes: Advisor Center



Click the **Yes** button on the confirmation message to save the note.

***Result:*** The **note item/comment** is saved.

10.

12. Click the **Advising Notes** icon for the appropriate student.

**Result:** The Advising Notes page for that student displays previously entered notes.

13. Select the **Advising Notes** icon for the note you wish to view.

**Note:** If the student has multiple notes, you must select the note you wish to view.  
**Result:** The Advising Notes page displays the selected note.

14.