

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.	Access and log into My UNIverse . Locate the Advisor Center pagelet on the <i>Resources</i> tab. You may have to scroll down.							
	Note: Advisor Center can also be added to the My Page tab using Personalize Content.							
	MyUNIverse EMail eLearning A-Z Index Directory Calendar Search							
	Personalize Content Layout ? Help							
2.	Use the My Advisees link in the <i>Advisor Center</i> pagelet							
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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	2.	Click the Advising Notes icon for the appropriate student.
		<i>Result:</i> The Advising Notes page for that student displays previously entered notes.
13	3.	Select the Advising Notes icon for the note you wish to view.

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Note: If the student has multiple notes, you m /P <8Q q 65.52 129.96 34.92 38e.e: *ReSor* The Advising Notes page

Creating Advising Notes: Advisor Center