

## Assigning an Advisor in the Advisor UI

1. In the Adviser Tab, open the student record
2. On the Overview Tab, Click Student Advisor(s) from the blue strip below the tab list

**Student (Mouse, Mickey)**

Student Number: 100180976  
 Name: Mouse, Mickey, \*04/01/1980; Male  
 Principal Org. Unit: College of Informatics, Highland Heights Campus  
 Status: Student, Non-Resident  
 Program: BS-INF, BS in College of Informatics, Bachelor Level

Refresh You Can Also: [Dropdown]

Overview Bio-demographic Data Academic History Status Program Data Audit Activity Record

Overview | Student's Advisor(s)

View Standard View [Print Version] [Export] [Display] [Edit] [Create] [Delete] Filter Settings

Advisor Name	Start date	End Date	Contxt Key (desc)	Function (Desc)	Build	Room	E-Mail
Sarah Lynn Mann	04/02/2009	12/31/9999	Information Systems Major	Major Undergraduate Advisor	SL	227	MANNISA@NKU.EDU
Bledsoe, Melissa	05/12/2009	12/31/9999	Organizational Leadership Major	Major Undergraduate Advisor			

3. Click the CREATE button. You will see the screen below:

**Create Advisor**

Advisor Detail

Advisor Type: [Dropdown]  
 Advisor ID: [Text] [Selector]  
 Advisor Function: [Dropdown]  
 Advising Context Type: [Dropdown]  
 Advising Context: [Text]  
 Advising Context key: [Text]  
 Advisor Name: [Text]  
 Function (Desc): [Text]  
 Contxt Typ(Desc): [Text]  
 Contxt Key (desc): [Text] [Selector]  
 Start date: 05/12/2009 [Calendar]  
 End Date: 12/31/9999 [Calendar]

Advisor Office Detail

Building Number: [Text]  
 Room Number: [Text]  
 Email: [Text]  
 Phone: [Text]

[Save and Close] [Cancel]

4. Fill in the required information:

Advisor Type	Business Partner, External Person, Organizational Unit, Person, Position, Student (for assigning academic advisors choose <b>Person</b> )
Advisor ID	Choose the advisor by name from the list or type the advisor's last name in the box, then click the field selector box
Advisor Function	Athletic, International, Major Undergraduate Advisor, Graduate Program of Study, Law Program of Study, Student Support Services (for assigning a major, minor, or area of concentration advisor at the undergraduate level choose <b>Major Undergraduate Advisor</b> )
Context Key Description	Select the content area for this advisor from the list.

5. Save and Close