Add or Change Assigned Advisor

1. Log in to PeopleSoft and go to Records and Enrollment – Student Background Information – Student Advisor.

2. Enter the student’s ID and click Search.

3. If this is the student’s first advisor assignment and no advisor is already listed: Proceed to step 4.
If this student has been assigned to an advisor previously: Click the “+” icon under the first box with the blue header to add a new row for a new advisor.

NOTE: You will see the “Effective Date” field change to the current date. You can change the information listed (next steps).
4. Select the **Professional Advisor** role under the Advisor Role dropdown.

5. Enter “UGRD” for Academic Career.

6. Hit the magnifying glass icon next to the Academic Program field, then hit Look Up, then click on the student’s program to select it.

7. Hit the magnifying glass icon next to the Academic Plan field, then click on the student’s plan to select it.
8. Enter the EMPLID for the Academic Advisor or select the magnifying glass icon next to the Advisor field and search for the advisor.

9. Hit Save.

10. The student will then see the advisor’s name and contact information on the ULink Student Center and in CardSmart.
Assign Additional Advisor(s) to a Student

1. Log in to PeopleSoft and go to Records and Enrollment – Student Background Information – Student Advisor.

2. Enter the student’s ID and click Search.

3. Click the “+” icon under the first box with the blue header to add a new row of data for the additional advisor.
NOTE: You will see the “Effective Date” field change to the current date.

4. Click the “+” icon under the second box with the blue header to add the additional advisor.

5. Select the **Professional Advisor** role under the Advisor Role dropdown.

6. Enter “UGRD” for Academic Career.

7. Hit the magnifying glass icon next to the Academic Program field, then hit Look Up, then click on the student’s program to select it.
8. Hit the magnifying glass icon next to the Academic Plan field, then hit Look Up, then click on the student’s plan to select it.

![Look Up Academic Plan]

9. Enter the EMPLID for the Academic Advisor or select the magnifying glass icon next to the Advisor field and search for the advisor.

10. Hit Save.

11. The student will then see the advisor’s name and contact information on the ULink Student Center and in CardSmart.