

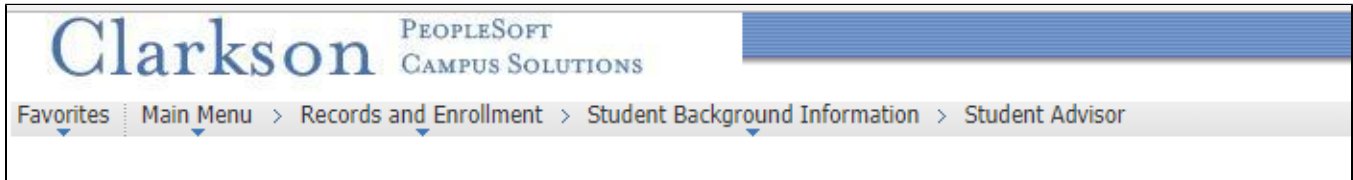
Adding an Advisor In PeopleSoft

Step-by-step guide

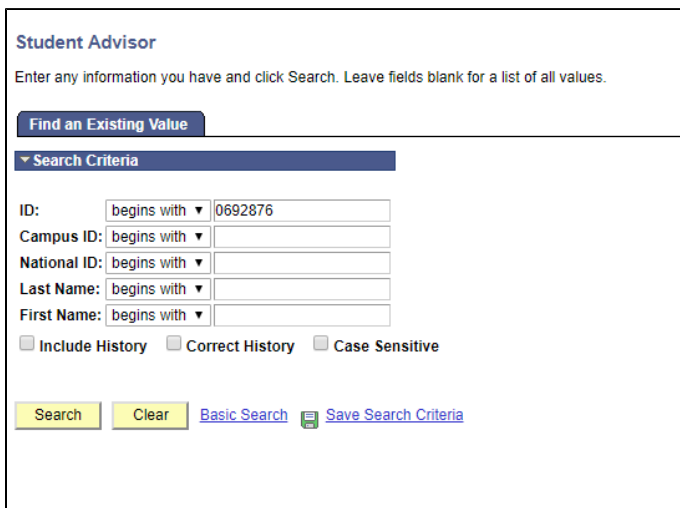
When a new student arrives or the advisor needs to be updated.

Step-by-step guide

1. PeopleSoft Path:



2. Add student ID or search by name:



Student Advisor

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with 0692876

Campus ID: begins with

National ID: begins with

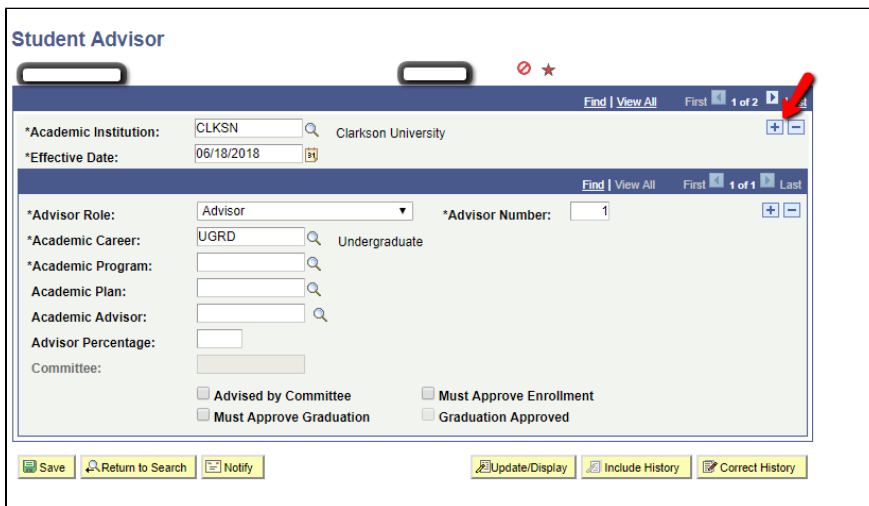
Last Name: begins with

First Name: begins with

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

3. If the student is a current student add a row. If not use that panel.



Student Advisor

***Academic Institution:** CLKSN Clarkson University

***Effective Date:** 06/18/2018

***Advisor Role:** Advisor ***Advisor Number:** 1

***Academic Career:** UGRD Undergraduate

***Academic Program:**

Academic Plan:

Academic Advisor:

Advisor Percentage:

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Save **Return to Search** **Notify** **Update/Display** **Include History** **Correct History**

4. Continue to add Graduate Info. Use the Search as needed.

*Advisor Role: *Advisor Number:

*Academic Career: Graduate

*Academic Program: Graduate Engineering

Academic Plan: Mechanical Engineering MS

Academic Advisor:

Advisor Percentage:

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Favorites | Main Menu > Records and Enrollment > Student Background Information > Student Advisor

Advisor Search Page

Look Up Academic Advisor

Academic Institution:

Empl ID:

Academic Organization:

National ID:

Campus ID:

Last Name:

First Name:

5. Add a lower row if you have multiple advisors to add. You can add the percentage amount.

Find | View All First 1 of 2 Last

*Academic Institution: Clarkson University

*Effective Date:

Find | View All First 1 of 1 Last

*Advisor Role: *Advisor Number:

*Academic Career: Graduate

*Academic Program: Graduate Engineering

Academic Plan: Mechanical Engineering MS

Academic Advisor:

Advisor Percentage:

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Click Save



Related articles

- [Creating A Graduate Appointment Authorization](#)
- [Approving A Graduate Appointment from your Worklist](#)
- [Student- Requesting Your Advisement Report](#)
- [Modifying or Deleting A Graduate Appointment In PeopleSoft HR](#)
- [Requesting An Advisement Report](#)