Process: This process will be used by faculty/staff to create notes, such as Advising notes, Course Recommendations, and General notes, which can be placed on the student record. Notes are used to provide additional information regarding a student. Authorization will determine which notes may be viewed. Advising notes and Course Recommendations should be displayed to all who have an advising role.

Role: Authorized Personnel	**Frequency:** When Needed

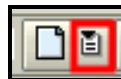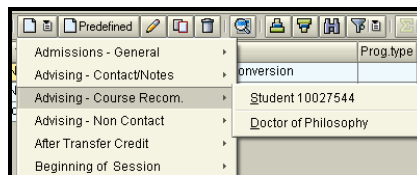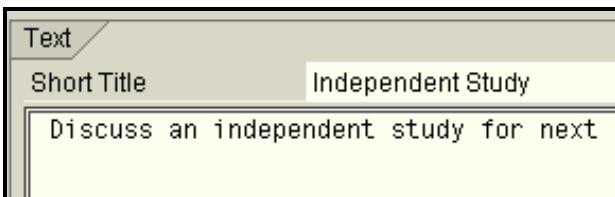| BEGINNING	
Enter the transaction code	PIQST00
STUDENT FILE SCREEN	
Student Number Student number Izzo*	Enter the student's student number or use the Possible Entries icon to search
Press **Enter** to populate the student's records	
Click on the **Note Overview** icon located on the **Application** toolbar at the top portion of the screen	
NOTES OVERVIEW	
Click on the **List** icon directly to the right of the **Create** icon	
Select the appropriate option from the list Notes may be attached at the student level or the Program of Study level	Admissions - General Advising - Contact/Notes Advising - Course Recom. ▸ Student 10027544 Advising - Non Contact After Transfer Credit Beginning of Session
CREATE NOTE	
Some notes, such Course Recommendations, require entering an academic year and session.	
Academic Year	Enter the academic year, if needed
Academic Session	Enter the academic session, if needed
Short Title	Enter a short title for the note (optional)
Text of Note Text Short Title Independent Study Discuss an independent study for next	Enter the text of the note

Click on the **Save** icon	
NOTE OVERVIEW	
Click on the **Back** icon	