| **Process:** Use this process to add a student's advisor. | |
|---|---|
| **Role:** Authorized Personnel | **Frequency:** When Needed |

## BEGINNING

| Enter the transaction code **PIQST00** (two zeros on the end) | Menu   Edit   Favorites   Extras<br>PIQST00 |
|---|---|
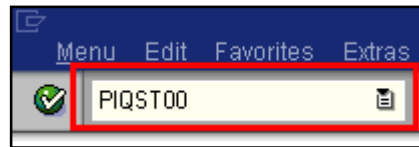
## STUDENT FILE SCREEN

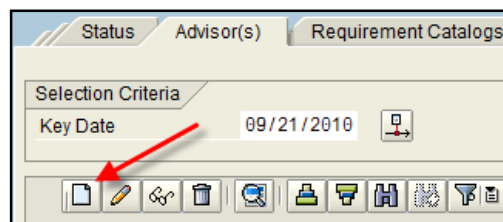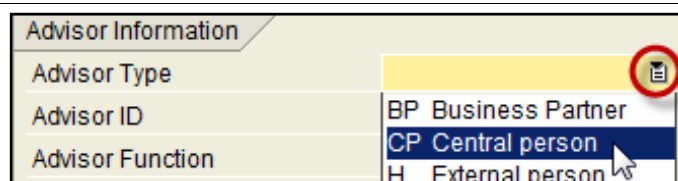| Type in the **Student Number** and press **Enter** to display the record | Student Number   12345678 |
|---|---|
| On the Student File, click on the **Tab List** icon located to the right of the tabs<br><br>Select **Advisor(s)** to display that tab | Admission Check lists   Majo...<br>✔ Holds<br>Recruitment<br>Applications<br>Admission<br>Admission Check lists<br>Majors/Minors/Options<br>Registration<br>Program Type Progression<br>General Data<br>Status<br>Advisor(s)<br>Requirement Catalogs |
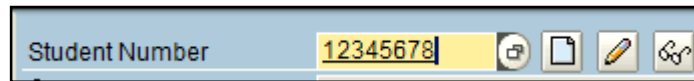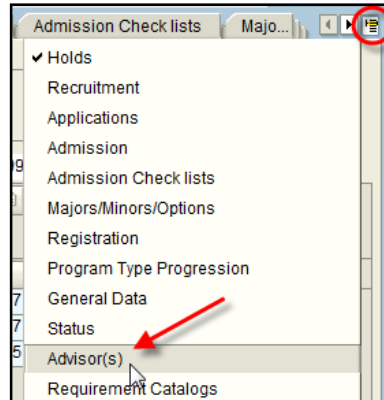
## ADVISOR(S) TAB
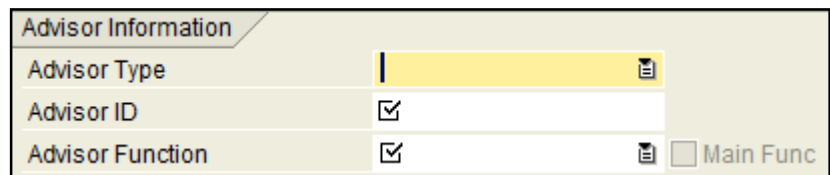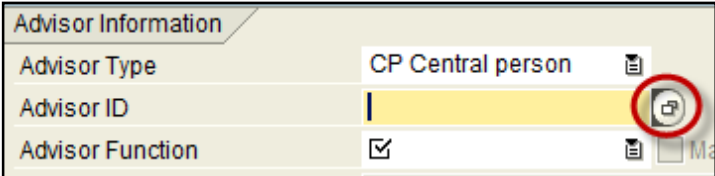
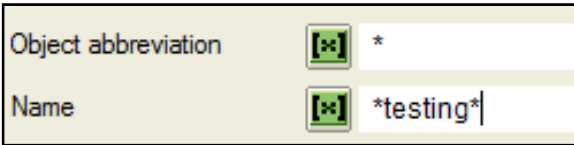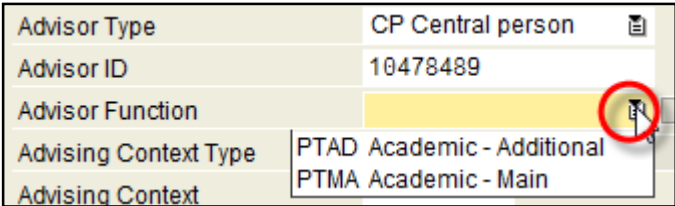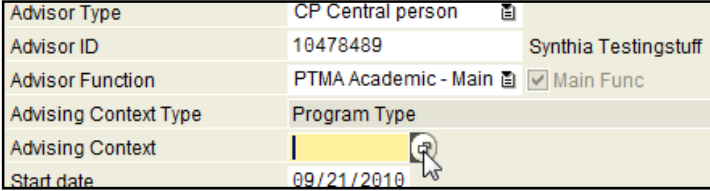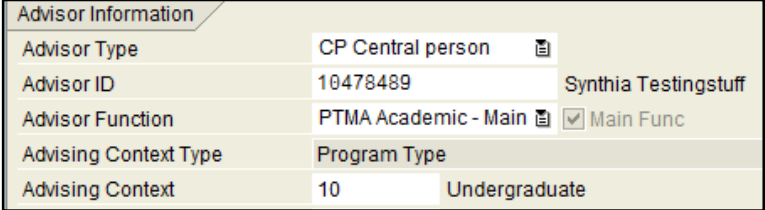| On the **Advisor(s)** tab, click the **Create** icon | Status   Advisor(s)   Requirement Catalogs<br>Selection Criteria<br>Key Date   09/21/2010 |
|---|---|
| A new window appears where Advisor Information can be entered | Advisor Information<br>Advisor Type<br>Advisor ID<br>Advisor Function       Main Func |
| In the **Advisor Type** field, click the **Drop-Down List** icon and select **CP Central Person** | Advisor Information<br>Advisor Type<br>Advisor ID<br>Advisor Function<br>BP Business Partner<br>CP Central person<br>H External person |

| | |
|---|---|
| Click in the **Advisor ID** field to display the **Possible Entries** icon and then click on that icon to perform a search | **Advisor Information**<br>Advisor Type — CP Central person<br>Advisor ID —<br>Advisor Function — |
| The search box appears<br>In the **Name** field, type the partial last name of the advisor using the wildcard character (*)<br>Example: *jones*<br>Press **Enter** | Object abbreviation [×] *<br>Name [×] *testing* |
| When the search results appear, double-click on the appropriate advisor's name to populate the **Advisor ID** field | **Abbreviation** — **Name** — L PV OT ObjectID<br>TESTINGNONOB — SYNTHIA TESTINGNONOBRA — EN 01 CP 10478549<br>TESTINGOOL — SYNTHIA TESTINGOOL — EN 01 CP 10478483<br>TESTINGSTUFF — SYNTHIA TESTINGSTUFF — EN 01 CP 10478489 |
| In the **Advisor Function** field, click the **Drop-Down List** icon and select **Additional** or **Main**, as appropriate | Advisor Type — CP Central person<br>Advisor ID — 10478489<br>Advisor Function —<br>Advising Context Type —<br>Advising Context<br>PTAD Academic - Additional<br>PTMA Academic - Main |
| Click in the **Advising Context** field to display the **Possible Entries** icon and then click on that icon to display a menu | Advisor Type — CP Central person<br>Advisor ID — 10478489 — Synthia Testingstuff<br>Advisor Function — PTMA Academic - Main ☑ Main Func<br>Advising Context Type — Program Type<br>Advising Context —<br>Start date — 09/21/2010 |
| On the menu, double-click on the appropriate student program to select it | **Prog.Ty...** — **Program Type (Descripti...**<br>10 — Undergraduate<br>20 — Graduate<br>30 — Law |
| Press **Enter** to confirm your selections | **Advisor Information**<br>Advisor Type — CP Central person<br>Advisor ID — 10478489 — Synthia Testingstuff<br>Advisor Function — PTMA Academic - Main ☑ Main Func<br>Advising Context Type — Program Type<br>Advising Context — 10 — Undergraduate |
| Click the **Save** icon in the lower-left corner of the box | ✓ 💾 ✗ |
| You have added an advisor. The information is displayed on the **Advisor(s)** tab. | Advisor ID — Adv. Typ. — Object type text — Advisor Name — Adv. funct — Function (Desc)<br>10478489 — CP — Central person — Synthia Testingstuff — PTMA — Academic - Main |