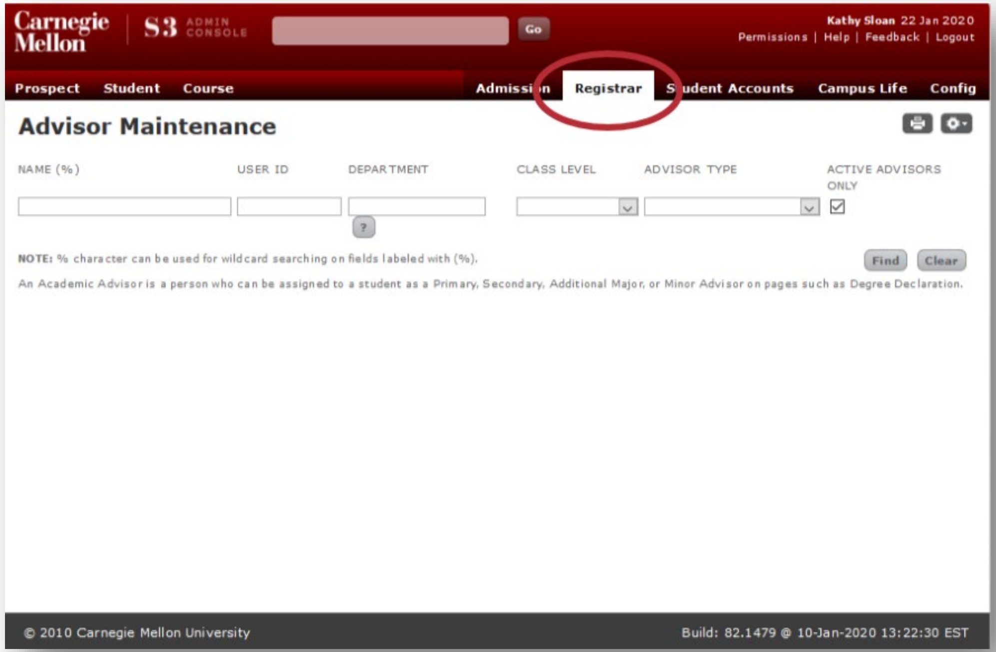
S3 Advisor Maintenance Guide

Carnegie Mellon University
Enrollment Services

Advising Roster Guide



The Advisor Maintenance page allows departments to add advisors, remove advisors, and edit advisor, department and class level assignments within S3. It can be found under the **Registrar** tab.

Note: Adding an advisor creates an Advisor Record in S3 but does not add the advisor to any student records. Adding and advisor to S3 also does not grant that advisor S3 access.

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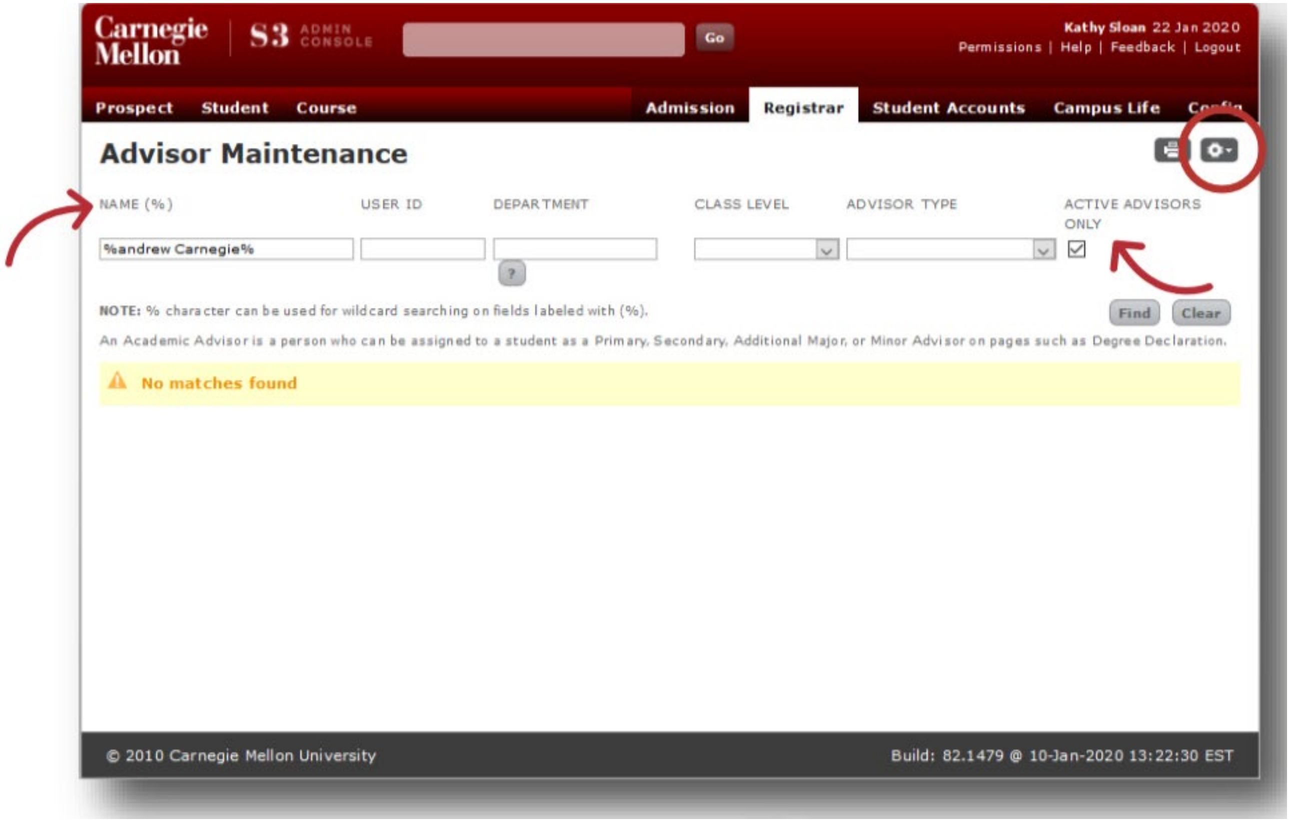
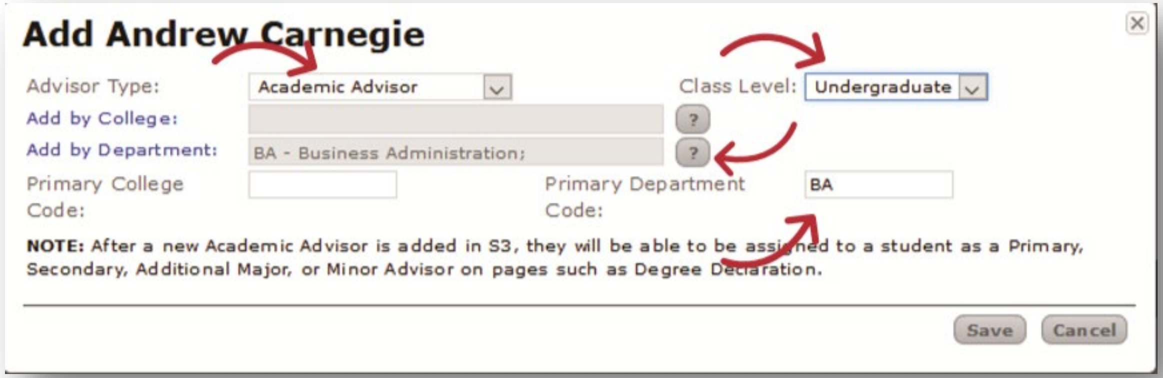


To add an advisor, enter their Andrew ID into the **User ID** field. If you do not know the Andrew ID, type *%First Name Last Name%* into the **Name** field and click **Find**.

If the person you are searching for is not currently an advisor, a yellow *No Matches Found* notice will appear. If no match is found, uncheck the **Active Advisors Only** box and click **Find**.

If the name you are searching for appears, that person is either currently an advisor or has served as an advisor in the past. If the name does not appear, you may proceed to add the person as an advisor.

Adding an Advisor

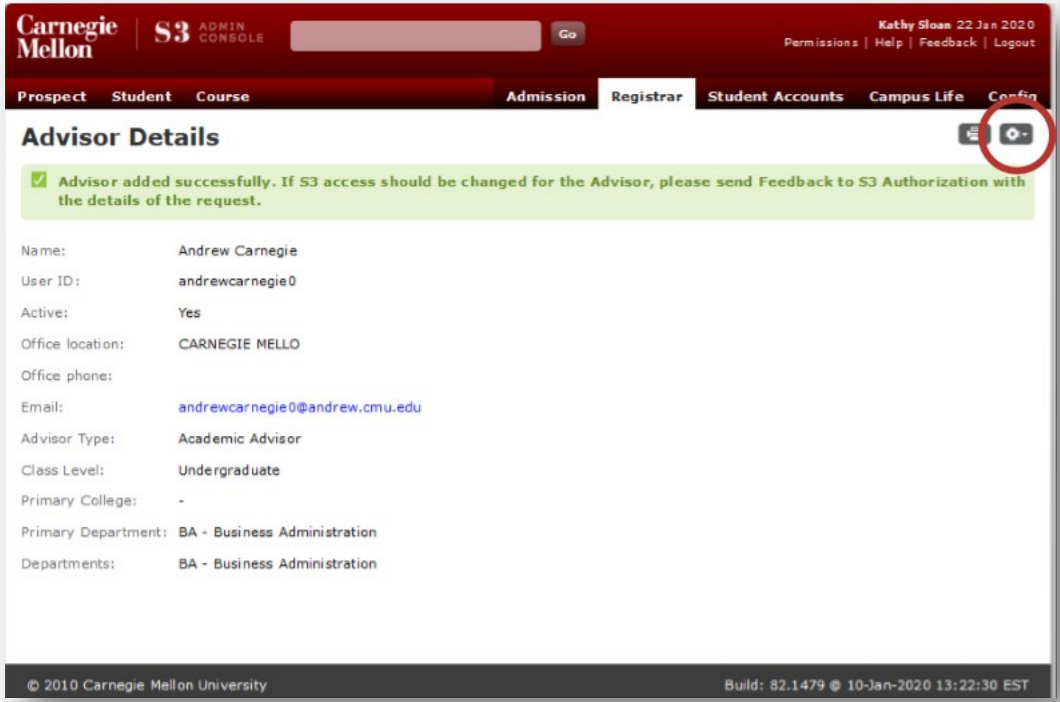


To make someone and advisor, click the **gear wheel** at the top right corner of the **Advisor Maintenance** page and **choose Add New Advisor**.

In the **Add New Advisor** window, enter the new advisor's Andrew ID and click **Next**.

You will come to the **Add** screen. In the **Advisor Type** field, choose **Academic Advisor** (note: this is the only type of advisor you may assign). Select the desired **Class Level** from the drop-down menu. *Do not choose a college in the Add by College field, as you are not permitted to assign an advisor by college*. Next, select the new advisor's department or departments by clicking the **question mark (?)** next to the **Add by Department** field and choosing the appropriate department(s). If you know the **Primary College Code**, you may enter it, but if you do not, you may leave this field blank. Then, in the **Primary Department Code** field, add the department code (you can find it listed beside your chosen department names in the Add by Department field). Click **Save**.

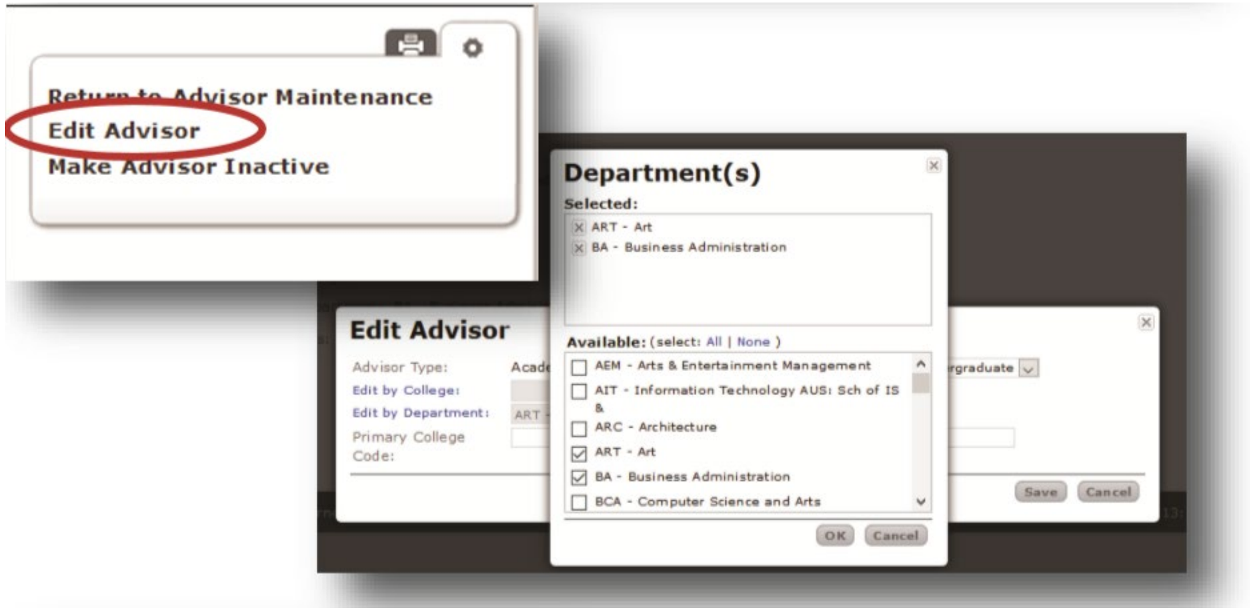
Adding an Advisor



Once you have clicked Save on the Add page, you will be taken to an **Advisor Details** page where you will receive a confirmation that you have successfully added an advisor. On this page, you can view and edit the assignment(s) you have just created. Now, when you search for the advisor in S3, a link to this page will appear.

Use the **gear wheel** edit, remove, or reactivate an advisor.

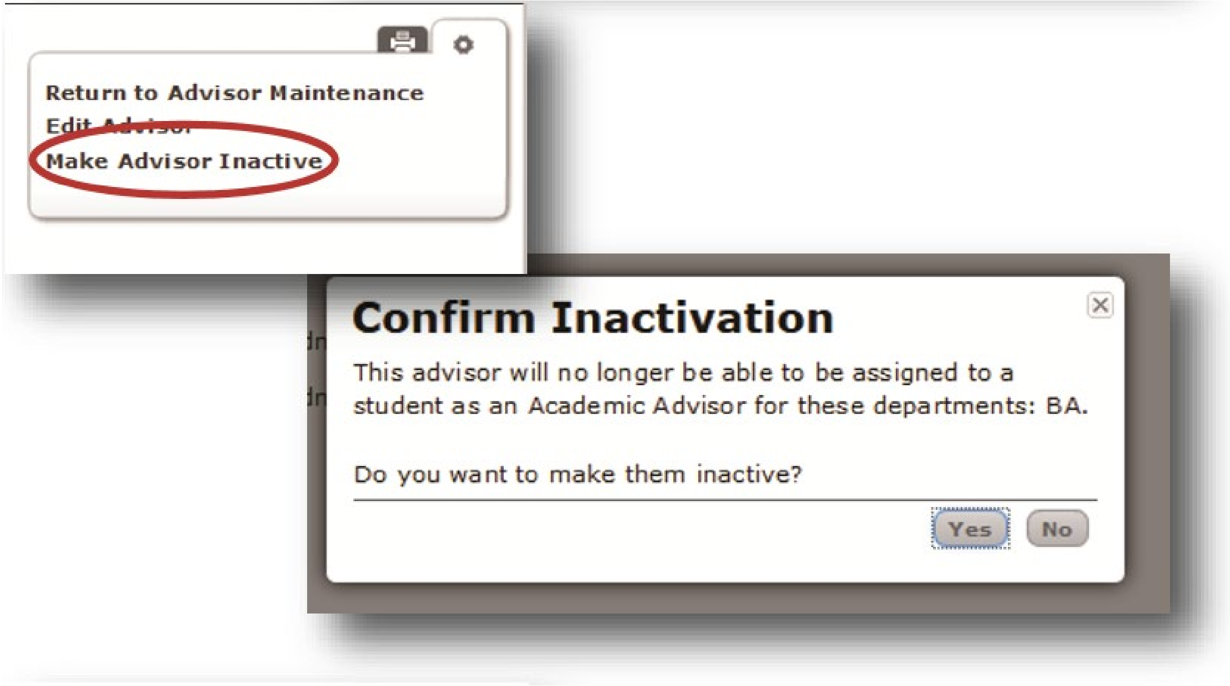
Edit Advisor Assignments



To change, add, or remove an advisor's assigned department(s) and class level(s), open the **Advisor Details** page, click on the **gear wheel** in the upper right corner and choose **Edit Advisor**.

The Edit Advisor screen looks like the Add Advisor screen. You can change an advisor's assigned class level using the drop-down menu beside **Class Level**. You can add or remove department assignments by clicking on the **question mark (?)** next to **Edit by Department**. To remove departments, uncheck the boxes by their respective names in the **Selected** field. To add departments, check the boxes by the department names in the **Available** field. Click **Save** when you have finished making final changes.

Removing an Advisor

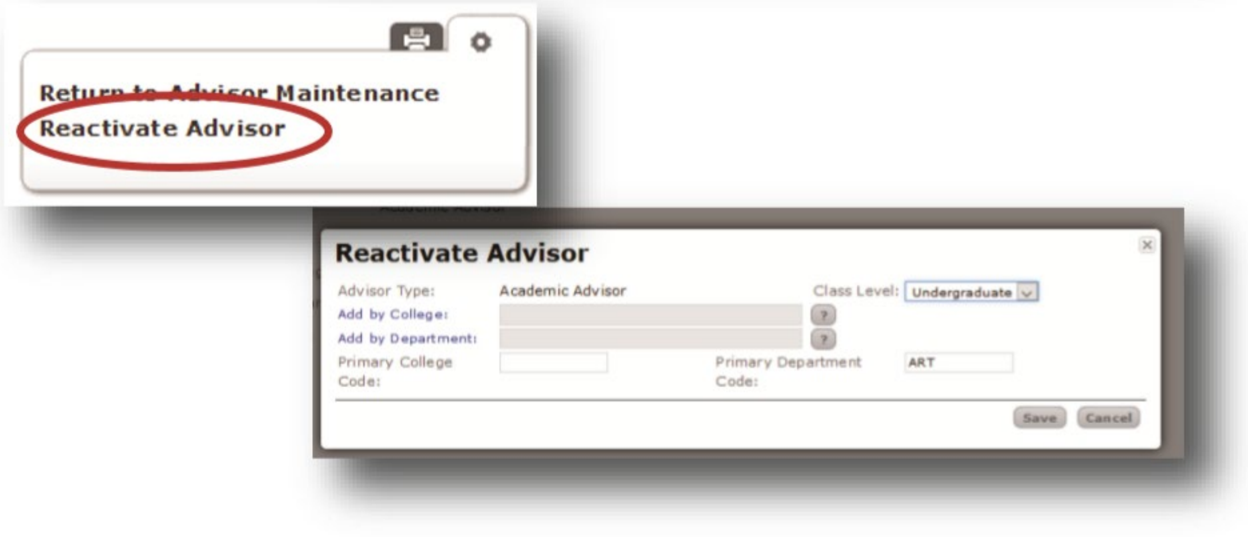


You can remove someone entirely from the position of advisor by making that person **Inactive**. Note: making an advisor Inactive removes *all* assignments across departments and class levels. It is done when someone is no longer serving as an advisor in any capacity.

To remove an advisor, click the **gear wheel** at the top of the **Advisor Details** page and choose **Make Advisor Inactive**.

A **Confirm Inactivation** window will appear. Click **Yes** to confirm.

Reactivating an Advisor



You can reactivate someone who has been inactivated. To reactivate an advisor, click the **gear wheel** at the top of the **Advisor Details** page and choose **Reactivate Advisor**.

A **Reactivate Advisor** window will appear. You can update this information using the same process you would when adding a new advisor. Click **Save** when you are finished.

Thank you for your support of the Student Services Suite (S3).

For additional questions or comments about S3 advisor maintenance, email registration@andrew.cmu.edu.

Be sure to stay tuned to the S3 Updates webpage for release summaries, user documentation, training sessions, and more.

Follow **@CarnegieMellonS3** on Facebook and Instagram, or @S3CMU on Twitter, for news and updates!