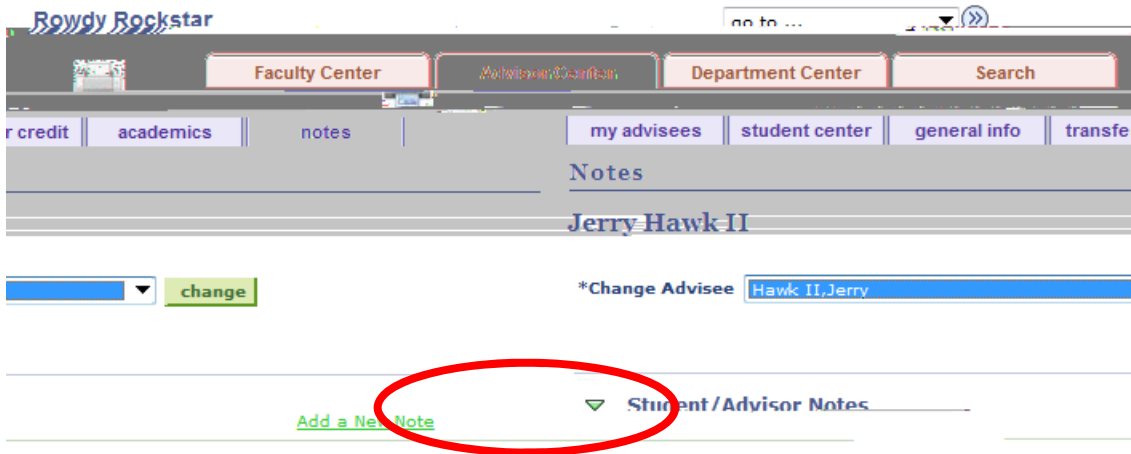# SiS Faculty Self Service

AdvisorCenterNotes

New notes functionality has been added to the Faculty Advisor Center to enhance the SiS advising tool. The notes page can be used to document advising information regarding an advisee and can be viewed by other advisors. Notes do not have to be shared with the student, but the option is available.

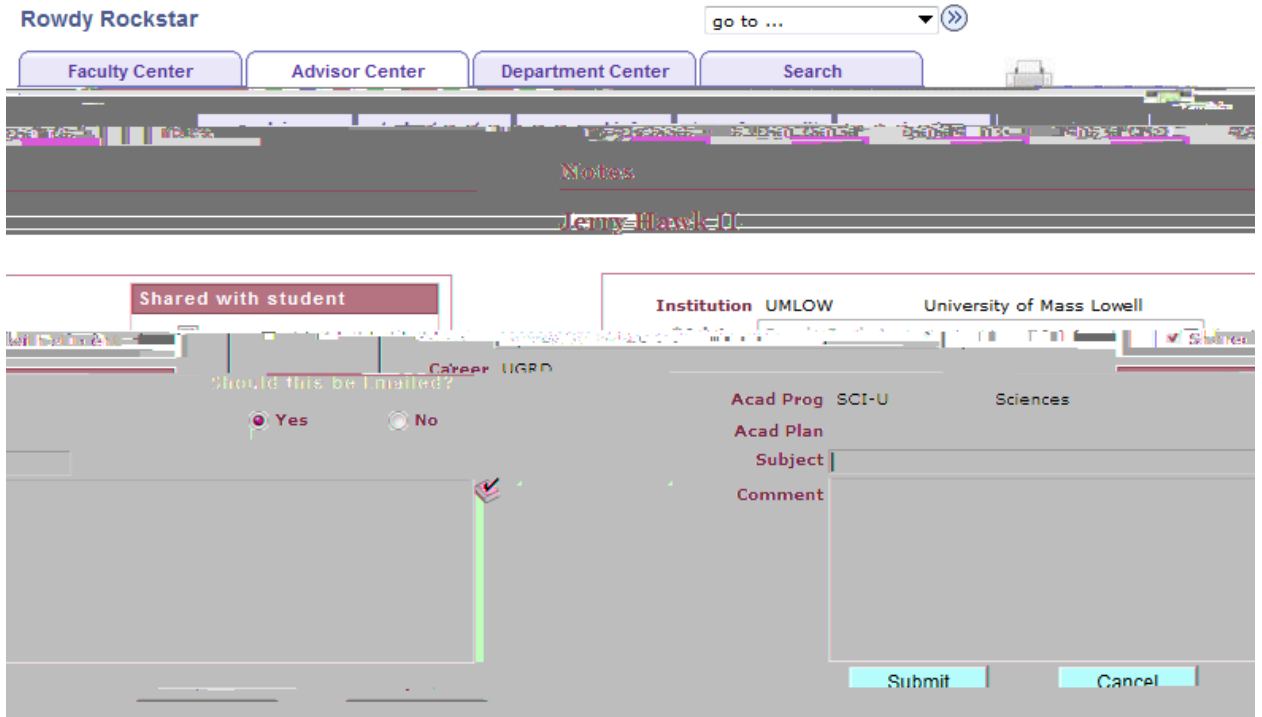|	
1.	Navigate to SiS Faculty Self Service > Advisor Center > notes
Note:	Note: The first time you access the new notes feature, a FERPA reminder page opens listing important information to consider when entering advising notes. After reading the reminder, you will need to click the 'I understand that notes added are subject to FERPA' button to proceed. You will only see this FERPA reminder once.
2.	Choose the advisee that you would like to enter a note on by selecting their name in the drop down list and then click on the [change] button.

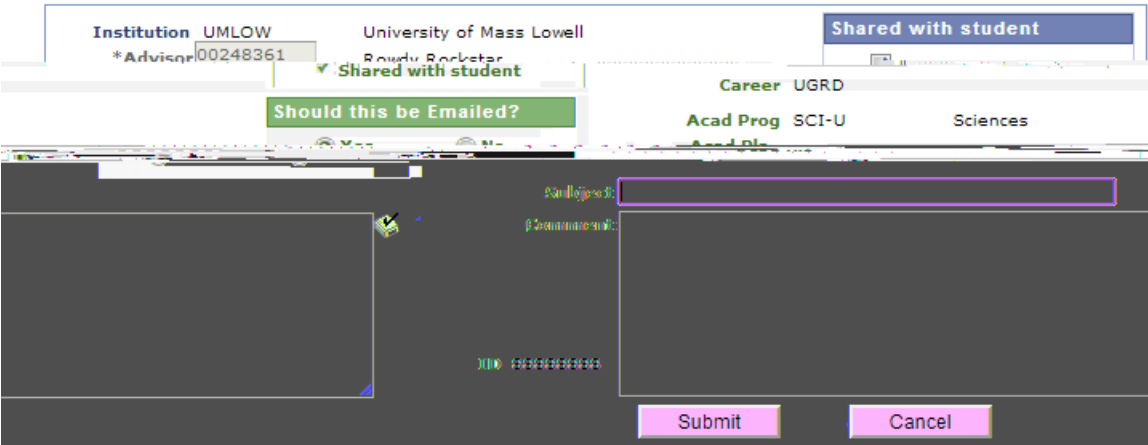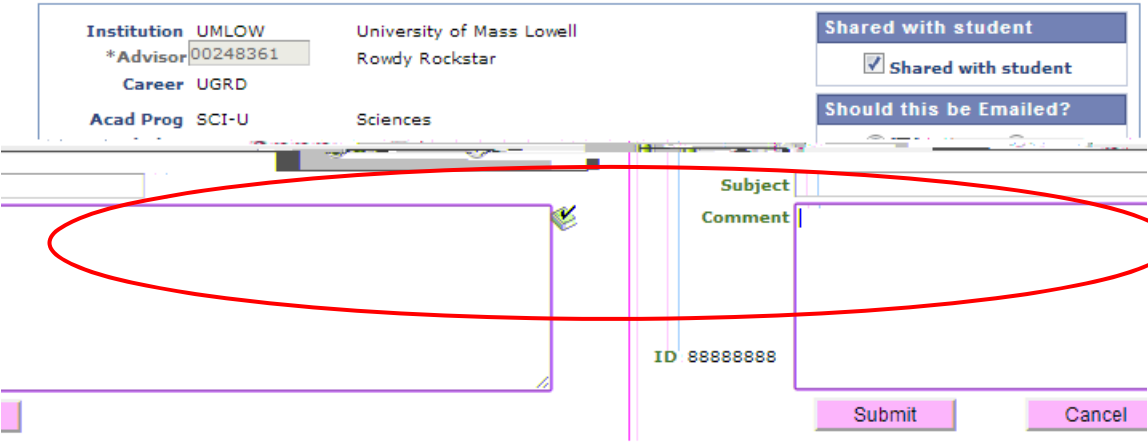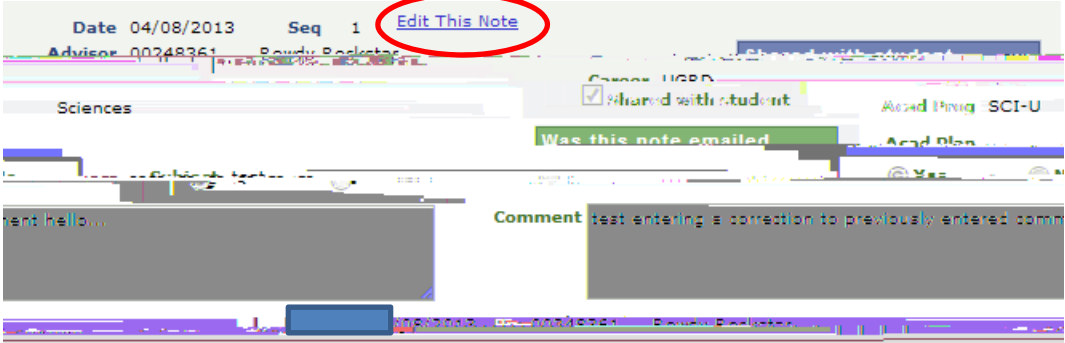|	
3.	Click on the hyperlink to open a new note page to enter a note on an advisee account.
4.	A new note page will open
Note:	By default the Shared with student checkbox will be checked as well as the YES radio button which will send an email to the student and allow them to see the note you entered. To keep the note internal so only authorized

	faculty/staff can see, uncheck the 'Shared with student' checkbox. To not send an email to the student select the NO radio button under the 'Should this be Emailed?' section.
4.	Enter a subject for this note in the subject field. **Jerry Hawk II**
5.	Enter an advising comment regarding the advisee in the comment section. Remember that any note entered on a student's account becomes part of a student's permanent academic record at the University. The name and ID of the faculty/staff member entering the comment is attached to the note. **Jerry Hawk II**

6.   Once you have entered your comment,

9.	To edit a note that you have written, click on the _____ hyperlink in the note box. Date 04/08/2013 Seq 1 Edit This Note Advisor 00248361 Rowdy Rockstar Sciences ☑ Shared with student Career UGRD Acad Prog SCI-U Was this note emailed Acad Plan Comment test entering a correction to previously entered comm
Note:	Only the person who entered the note on the advisee's account will be able to edit the note. The new note entered will override the previously entered note.
10.	&RQJUDWXODWLRQV IRX KDYH VXFFHVVIXOO\ FRPSOHWHG WKH 1RWHV 6\VWHP WHVW 6HUYL (QG RI 3URFHGXUH