Advisors

Add yourself or another advisor to the Success Team of a student.

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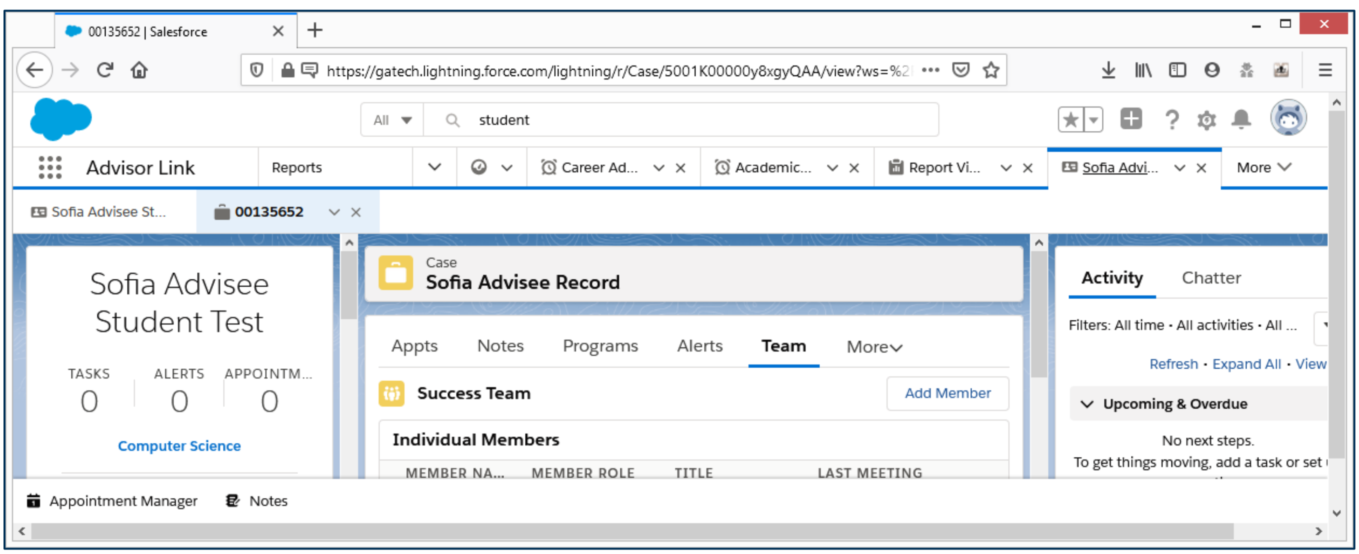
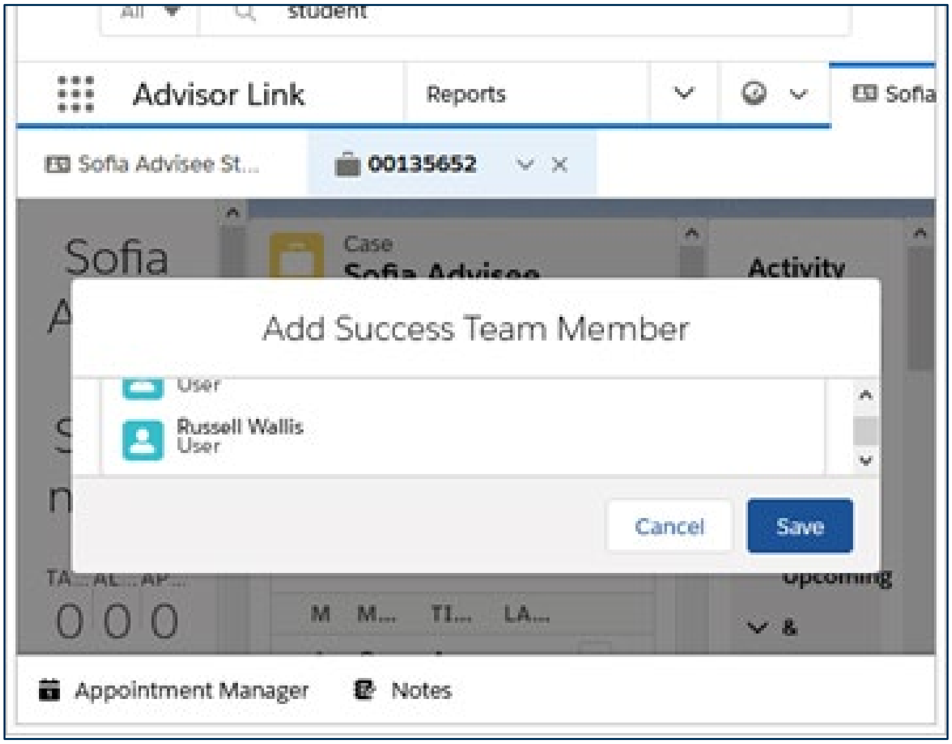
1. Search for a student by name.
2. Select the Yellow case file associated with the student.
3. In the center pane of the student's case record locate and click on the Team tab.
4. Click on the Add Member button.
5. Enter the name of the advisor you are attempting to add (Please Note the scroll bar to the right).





6. Scroll down until you see the advisor's name with the green “User” icon. Note: This is the User Record of the advisor. If you add your case team it may be deleted by the next night.

7. Click **Save.**