

## **Advisors**

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

- 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).





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- 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.