



Log in to Advisor Link and Get Oriented

Overview

The Advisor Link console brings together, in a single consolidated view, the dozens of data layers that you access every day. Whether you're meeting with advisees or documenting decisions and next steps in your advising notes, the console helps to keep you organized and on task—no matter how much your schedule and your computer screen fill up.

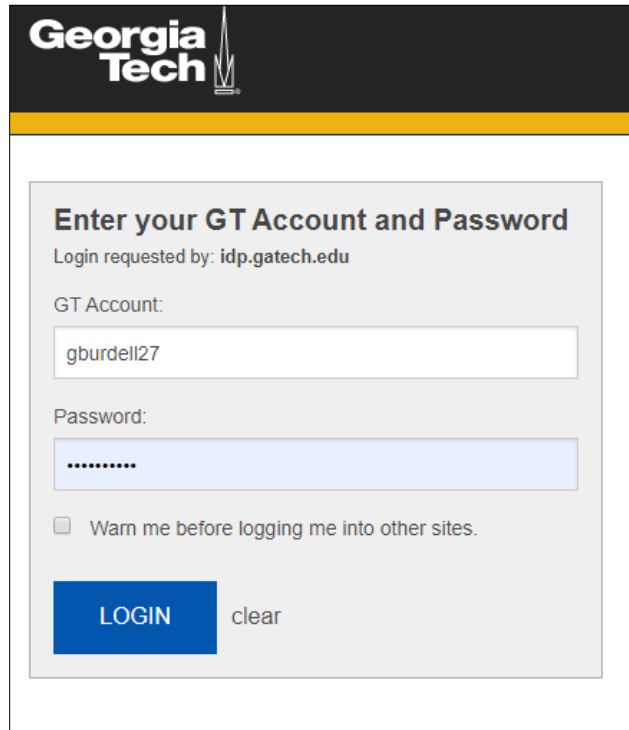
Considerations

Link for **Advisors** only: <https://gatech.lightning.force.com>

Link for **Students** only: <https://advisor.gatech.edu>

Initiation

1. **Select** appropriate link above.
2. Enter GT credentials and select **Login**.



Georgia Tech

Enter your GT Account and Password
Login requested by: idp.gatech.edu

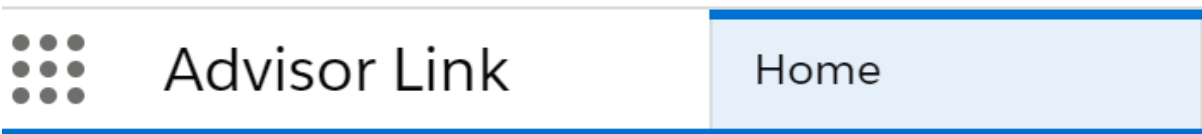
GT Account:
gburdell27

Password:
.....

Warn me before logging me into other sites.

LOGIN clear

After you're logged in, check the app name in the navigation bar to make sure that you're in the Advisor Link app.



Tab Navigation

As you work through your advising caseload, you may open multiple records for multiple advisees as either **workspace tabs** or **subtabs**.



The screenshot shows the Advisor Link interface. At the top, there are workspace tabs: 'Stephanie Rhimes' and 'Stuart Sandlin'. Below these are subtabs for the 'Stephanie Rhimes' workspace, including '00001003', 'B.S. Natu...', 'Summer ...', and 'Fill out in...'. The main content area displays the profile for Stephanie Rhimes, including her name, a photo, and statistics for tasks (3), alerts (1), and appointments (0). Below the statistics, there are links for 'B.S. Natural Resources', 'Last Appointment: Apr 22, 2019', 'FERPA: ', and 'Financial Aid Applicant: '. To the right, the 'Stephanie Rhimes Advisee Record' is shown with subtabs for 'Advising', 'Tasks', 'Success Plans', 'Affiliations', and 'More'. The 'Tasks' subtab is active, showing a table of 'Incomplete Tasks (3)'. The table has columns for 'SUBJECT', 'PRIORITY', 'DUE DATE', and 'STATUS'. The tasks listed are 'Renew rec faci...', 'Study abroad ...', and 'Certify attend...'. A 'New' button is located to the right of the table header.

SUBJECT	PRIORITY	DUE DATE	STATUS
Renew rec faci...	Normal		Not Started
Study abroad ...	Normal		Not Started
Certify attend...	High		Not Started

- Workspace Tabs
- Keep the items that you're actively working scannable and accessible, along with your calendar and other essentials.
- Subtabs
- The leftmost tab in the subtab row tells you which item is currently shown in the console.



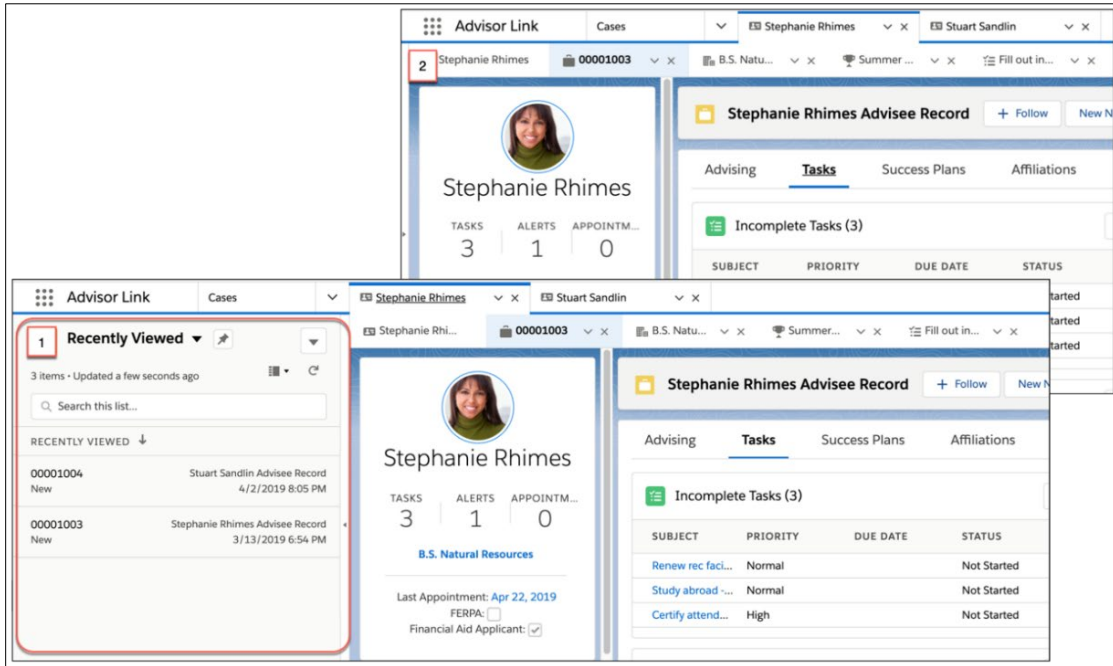
Three-column workspace

SUBJECT	PRIORITY	DUE DATE	STATUS
Renew rec faci...	Normal		Not Started
Study abroad -...	Normal		Not Started
Certify attend...	High		Not Started

1. Features personal and academic details about the
2. Keeps related lists front and center, giving you a 360-degree view of tasks, appointments, success team information, notes, and much, much more. All Tabs:
 - Appts (Appointments)
 - Notes
 - Alerts
 - Programs
 - Team
 - Success Plans
 - Courses
 - Affiliations
 - Tasks
 - Activity
 - Advisor Dashboard – Tableau report that provides additional course information and academic detail
3. Compact activity feed showing what's coming up.

Quick access to advisee lists-view mode

When you need to locate an advisee's record, you often consult a list of your advisees.



1. Take a quick peek at your advisee lists and open the desired record in a new tab. Then
2. Exit split-view mode to return to the full-screen, maximum real estate view of your workspace.