



How do I? View Student's Advisor(s)

Version 9.0

1. **Sign in to WINS.**
2. **Click on Self Service,**
3. **Click on Advisor Center.**
4. **Click on View My Advisees.**

5. **Click on View Student Details or**

VIEW DATA FOR OTHER STUDENTS

located at the bottom of page.

6. The Student's **Advisor** information can be viewed in the right side column towards the bottom of the column. **Click on Details** for additional information.

Feature

- ▶ If you wish to send the student's advisor(s) an email, **click** on **details** under the Advisor column, and then **click** on the advisor's name.

Things to Remember

- ▶ The **Cancel** button, located at the bottom of the page, will take you back to the student's **Student Center**.
- ▶ If you wish to search for another student's advisor, from the Student Center page, **click** on **Return to Search** at the bottom of the page.
- ▶ To view the advisor information for another Advisee **Click** on **View My Advisees** located in the menu on the left.