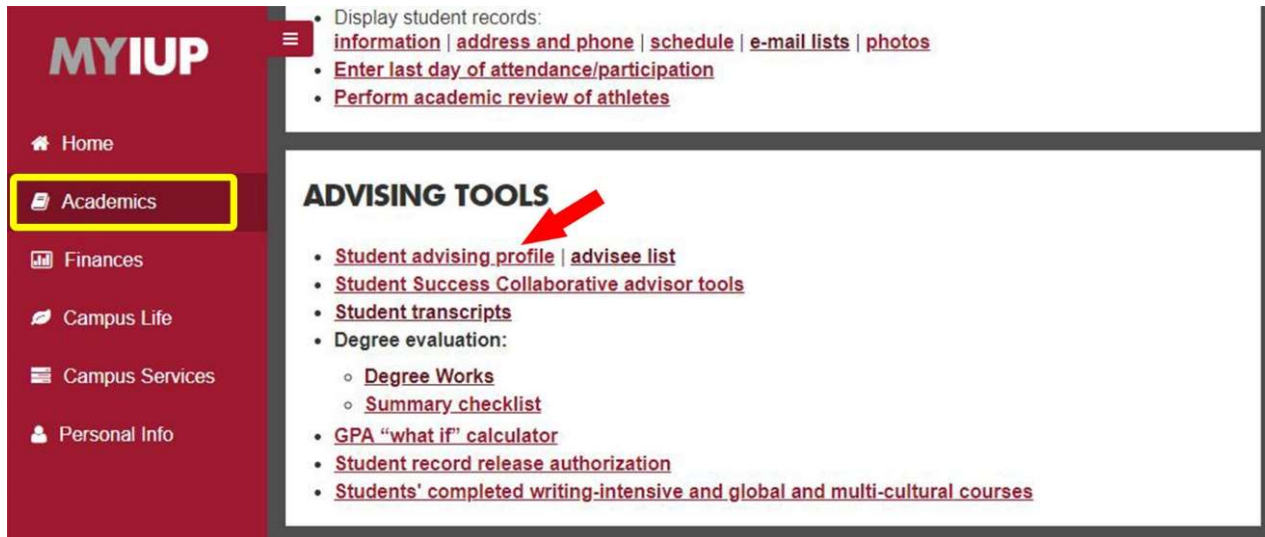


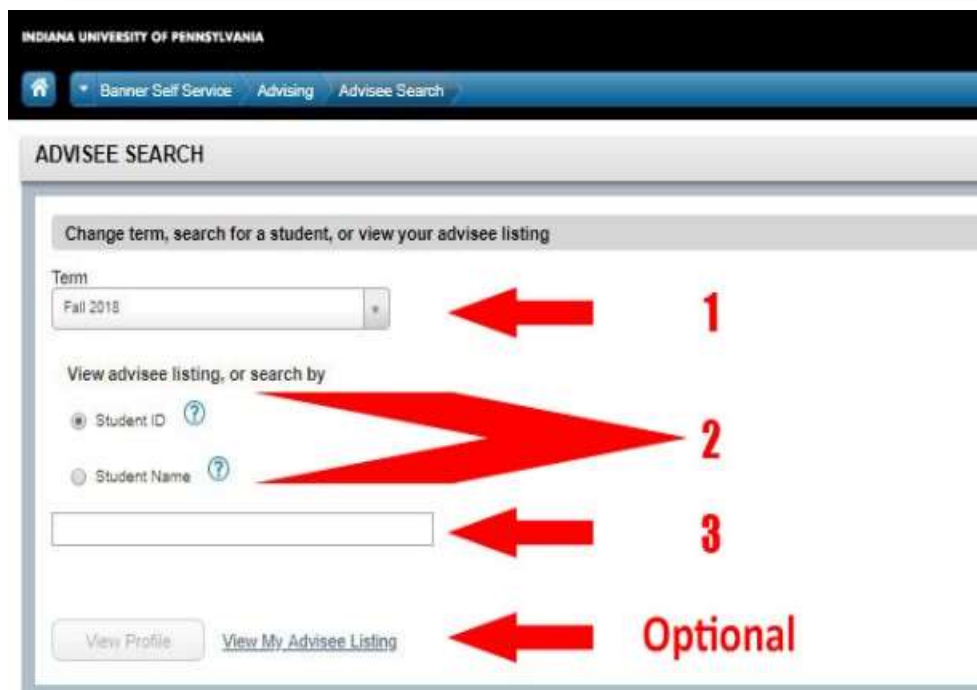
## Adding Notes To A Students Advising Profile

1. Get started by signing into **MyIUP**
2. Under the **Academics** Tab locate **Advising and Tools**
3. Click the **Student advising profile** link



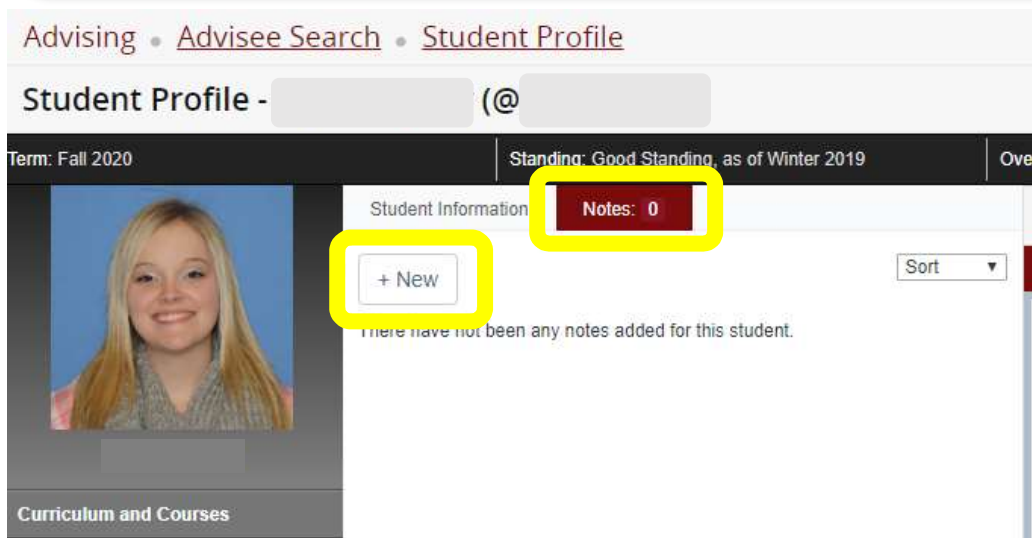
The screenshot shows the MyIUP website interface. On the left is a dark red sidebar with navigation links: Home, Academics (highlighted with a yellow box), Finances, Campus Life, Campus Services, and Personal Info. The main content area is white and titled "ADVISING TOOLS" with a red arrow pointing to the "Student advising profile" link. Above this section, there are links for "information", "address and phone", "schedule", "e-mail lists", and "photos". Below the "ADVISING TOOLS" section, there is a list of links: "Student advising profile | advisee list", "Student Success Collaborative advisor tools", "Student transcripts", "Degree evaluation:" (with sub-links for "Degree Works" and "Summary checklist"), "GPA 'what if' calculator", "Student record release authorization", and "Students' completed writing-intensive and global and multi-cultural courses".

4. After clicking the link you will see the below screen
5. Select the current **Term**
6. Next choose either **Student ID** or **Student Name**
7. Enter the selected information in the box below (must press "Enter" for "View Profile" button to become active) or select the **View My Advisee Listing** to see your whole roster.



The screenshot shows the "ADVISEE SEARCH" page on the Indiana University of Pennsylvania website. At the top, there is a navigation bar with "Banner Self Service", "Advising", and "Advisee Search". Below this is a search form with the following elements: a "Term" dropdown menu set to "Fall 2018" with a red arrow pointing to it and the number "1"; a section titled "View advisee listing, or search by" with two radio buttons: "Student ID" (selected) and "Student Name", with a large red arrow pointing to the "Student ID" option and the number "2"; a text input field below the radio buttons with a red arrow pointing to it and the number "3"; and at the bottom, two buttons: "View Profile" and "View My Advisee Listing", with a red arrow pointing to the "View My Advisee Listing" button and the word "Optional".

- To add notes to a student profile, select the **Notes** tab which is highlighted below.
- Select the **+New** button.



- Add notes in the big box.
- Select a **Category** to put it into.
- Select **Post Note**.

