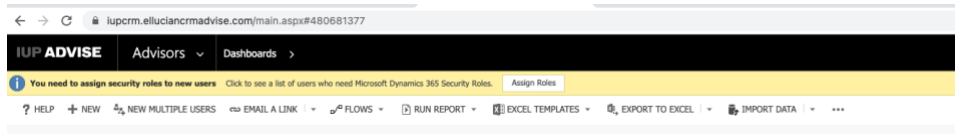


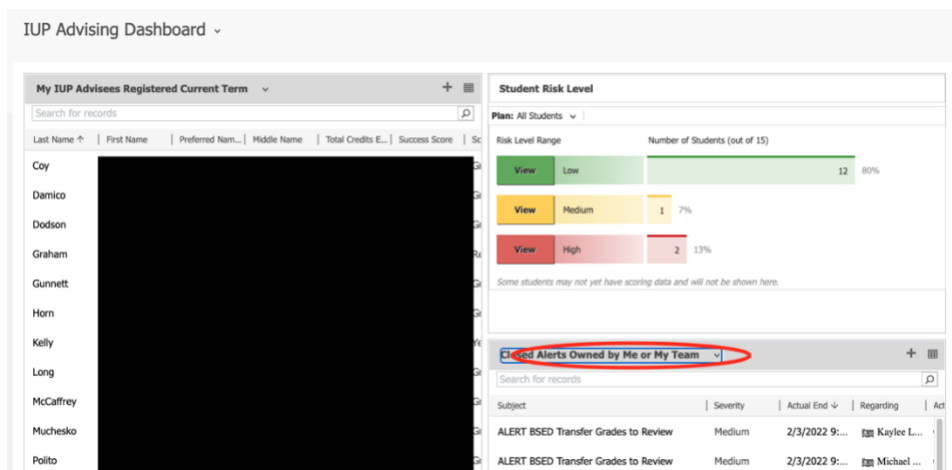
If you're just starting to use IUP Advise, please review the following to help you get started:

- 1) Set your dashboard to IUP Advising Dashboard. (View directions for logging in and [setting up your dashboard](#).)
- 2) If you see a yellow banner along the top of the page that looks something like this, but the text is about "alerts" or "emails," **ignore it and use the "X" button to close it.**



The yellow banners indicate a message from Microsoft. It is not relevant to IUP Advise and should be ignored.

- 3) Review alerts about your advisees in the Alerts window:

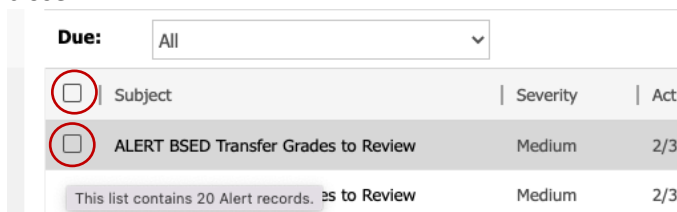


Your Alerts Window Menu option should show "Open Alerts Owned by Me or My Team." You can change the view using the dropdown menu.

- 4) Review & close open alerts

You can review and close alerts individually. You *may* be able to review and close multiple alerts at the same time. (I can't test this since I do not currently have any open alerts.)

- Click on **grid icon** to the right of the Alerts window to open a popup window listing open alerts
- Select checkbox at the top of the table to select all alerts or manually click the alerts you want to close



- Click "Close" alerts (if not visible in the menu bar, click on the "..." icon to see if the close alert option is listed in the dropdown menu)