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)