

# SGAADVR

## Multiple Advisors

ellucian Multiple Advisors SGAADVR 9.3.13 (TST4) ADD RETRIEVE RELATED TOOLS

ID: 17203343 Test 12, Banner 9 Term: 201900 Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

ellucian Multiple Advisors SGAADVR 9.3.13 (USIS) ADD RETRIEVE RELATED TOOLS 1

ID: 17203343 Test 12, Banner 9 Term: 201900 Start Over

ADVISOR INFORMATION Insert Delete Copy Filter

From Term: 201900 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *

1 of 1 Per Page Record 1 of 1

ellucian Faculty/Advisor Query SIAIQRY 9.3.15 (TST4) ADD RETRIEVE RELATED TOOLS

Term: 201900 Faculty:  Go

Advisor:  Category: Staff Type: Contract Type: Tenure Status: Status:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

ellucian Faculty/Advisor Query SIAIQRY 9.3.15 (TST4) ADD RETRIEVE RELATED TOOLS 1

Term: 201900 Faculty:  Advisor:  Category: Staff Type: Contract Type: Tenure Status: Status: Enter a query; press F8 to execute.

FACULTY/ADVISOR QUERY Basic Filter Advanced Filter

ID Last Name First Name Middle Name College

Add Another Field ... Clear All Go

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department

1 of 1 Per Page Record 1 of 1

- Type **SGAADVR** into the Welcome field.
- Enter the **Student ID** and **Term Code** that you need and **press Go**
  - If you need to search for information, click on the three dots beside the field in question
- This will bring you to the **Advisor Information** screen
- Click into the **ID field** and enter the ID number for the advisor in question
- If you need to check for a Personnel Number, click on the three dots beside the ID field
- This will bring you to **Faculty/Advisor Query SIAIQRY** screen
- Press **Go** to get to the ID search screen

# SGAADVR

## Multiple Advisors

ellucian Faculty/Advisor Query SIAIQR 9.3.15 (USIS)

Term: 201900 Faculty:  Advisor:  Category: Staff Type: Contract Type: Tenure Status: Status: Start Over

FACULTY/ADVISOR QUERY Insert Delete Copy Filter

Active filters: First Name : Test% Clear All Filter Again

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
V00001314	Special Extern	Test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
V10001170	Test	Test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
V10001171	Test2	Test2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
P00000001	User	Test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Record 4 of 4

ellucian Multiple Advisors SGAADVR 9.3.13 (USIS)

ID: 17203343 Test 12, Banner 9 Term: 201900 Start Over

ADVISOR INFORMATION Insert Delete Copy Filter

From Term: 201900 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
P00000001	User, Test	<input type="text"/>	...	<input type="checkbox"/>

Record 1 of 1

SAVE

- Put in your search criteria and press **Go** to return the information you need
  - Use **Filter Again** if you want to refine your search
- Double click on the ID number and this will add the person to the **Advisor Information** screen
- Tab across to fill in the other fields e.g. Advisor Type
  - You can click on the three dots to choose from the list
- **Press F10 or Save** (bottom right of screen)
- To add another Advisor, click on Insert in the toolbar and repeat the steps.