X	ellucian	Multiple Advisors SGAADVR 9.3.13 (TST4)						
	ID:	17203343	Test 12, Banner 9	Term: 201900				
Get	Started: Complet	te the fields above ar	nd click Go. To search by name, press TAB from an I	D field, enter your search criteria, and then press ENTER.				

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ID	Name	Advisor Type	Advisor Type Description	
10-	◀ 1 of 1 ► ▶ 10	<ul> <li>Per Page</li> </ul>		

@ ellucian	Faculty/Advisor Query SIAIQRY 9.3.15 (TST4)		8
Term:	201900	Faculty:	
Advisor:		Category:	
Staff Type:		Contract Type:	
Tenure Status:		Status:	

× Ø ellucian	Faculty/Advisor Query SIAIQRY	9.3.15 (TST4)				li	ADD		뤏 RELATED	🗱 TOOLS	1
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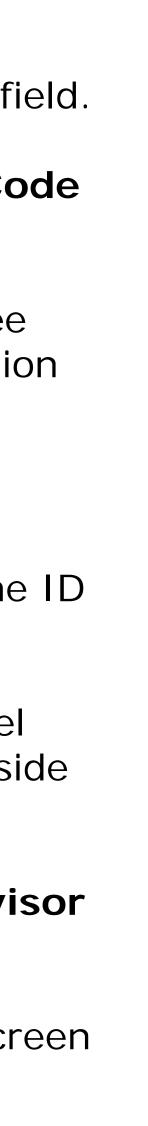
UCD Registry – Support and Training – Banner 9 - March 2020

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## SGAADVR Multiple Advisors

- 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

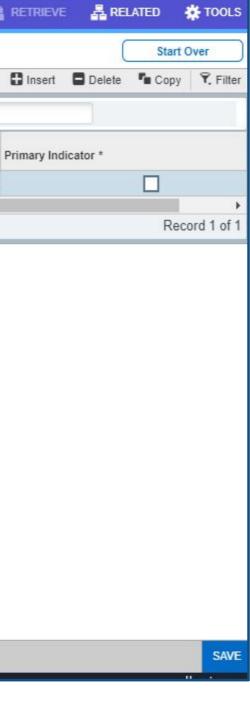




Pg 1 of 2

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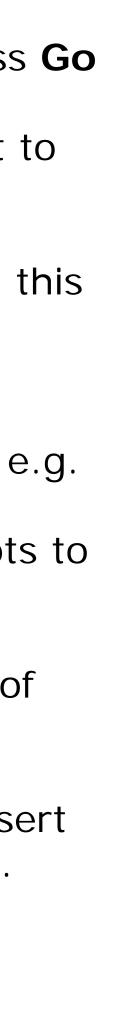
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## SGAADVR Multiple Advisors

- 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.





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