



New MyKU

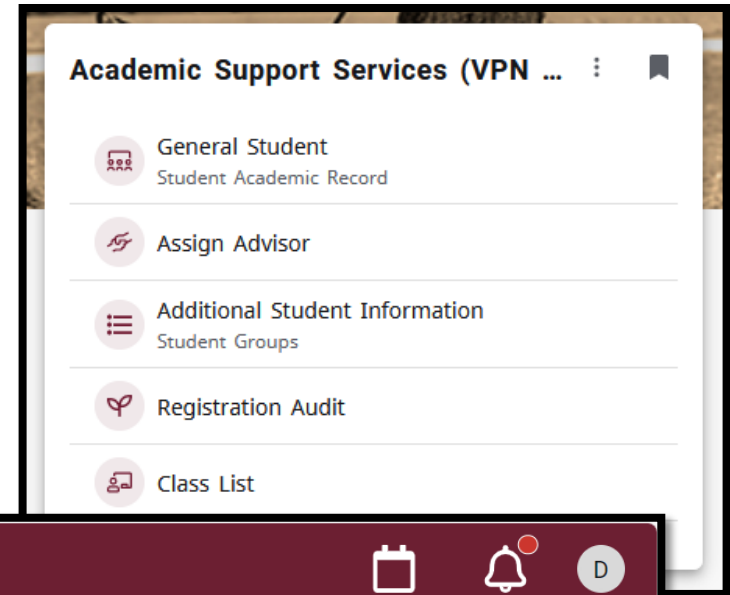
Assigning Advisors (Staff)

Assign Advisor to New Student (1/4)

Select **Assign Advisor** from the **Academic Support Services** tile.

This will bring you to the **Assign Advisors** screen.

Enter the student's ID number or click ... to look them up using the search utility (SOAIDEN).

A screenshot of the "Assign Advisors" screen in a mobile application. The screen has a dark red header with a hamburger menu icon, the word "Home", and icons for a calendar, notifications, and a user profile. Below the header, the text "Multiple Advisors SGAADV 9.3.13 (DEVL) (003322)" is displayed. There are two input fields: "ID:" and "Term:", each followed by a search icon (three dots). A "Go" button is located to the right of the "Term:" field. At the bottom, a grey instruction bar reads: "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." A toolbar with various icons is visible above the input fields.

Assign Advisor to New Student (2/4)

Enter the student's first and last name and click **Go** to search.

Double-click the **ID** for the student you are trying to access or click their row and then click **Select** in the lower right corner.

You will be returned to the previous screen, with the student's ID filled in.

Notes:

% is a wildcard.

Current, previous, and alternate names are included in the search.

The screenshot displays the 'Person Search' interface. At the top, there is a navigation bar with 'Home' and a user profile icon. Below this, the search title 'Person Search SOAIDEN 9.3.12 (DEVL) (003322)' is shown. The main search area includes a 'PERSON SEARCH' section with 'Basic Filter' and 'Advanced Filter' options. The search criteria are defined by four input fields: 'ID', 'Last Name', 'First Name', and 'Middle Name'. Below these is a 'Change Indicator' dropdown menu and an 'Add Another Field ...' button. At the bottom right, there are 'Clear All' and 'Go' buttons.

Assign Advisor to New Student (3/4)

Enter the term in which the new advisor will start and click **Go**.

Now click the ... in the ID field. This will bring you to SIAQRY to search for the advisor. Click **Go** to open the filter menu.

Faculty/Advisor Query SIAQRY 9.3.15 (DEVL) (003322)

Term: 202430 ... Faculty: Go

Advisor: Category: ...

Staff Type: ... Contract Type: ...

▼ FACULTY/ADVISOR QUERY

Basic Filter Advanced Filter

ID Last Name First Name Middle Name

College Add Another Field ...

Clear All Go

Notes:

Terms codes are formatted as the year followed by a 2-digit term code.

Spring	10
Summer	20
Fall	30
Winter	40

Names in the filter menu are case sensitive.

Assign Advisor to New Student (4/4)

Highlight the correct advisor and click **Select**.

Specify whether they will be the major or minor advisor by clicking ... and selecting the appropriate option.

Ensure that one advisor is checked as **Primary**, and click **Save** to commit the change.

Code	Description	ACTIVITY DATE
MAJR	Major/Program Advisor	09/20/2023
MINR	Minor	09/20/2023
SUPP	Student Navigator	05/16/2024

Advisor Type	Advisor Type Description	Primary Indicator *
MAJR	Major/Program Advisor	<input checked="" type="checkbox"/>

Notes:

Names in the filter menu are case sensitive.

Use the **Start Over** button to reset the form.



Immediate Advisor Changes

To change a student's advisor for the current term, navigate to the student's advisor list.

Remove the current advisor by selecting their row and clicking on the – button. To add a new advisor, add row (if the student has other advisors) or click the ... on a blank row.

Use SIAQRY to search for the advisor and follow the steps from the previous slide to confirm their appointment.

Notes:

The form will automatically add a row if the only advisor is deleted.

If other advisors are assigned to the student, you may have to add a new row with +.

Upcoming Advisor Changes

To change a student's advisor for an upcoming semester, update the **From Term** to match the new advisor's first term.

You will get a message stating the active term for the student does not match the term you entered. To update the term, click **Maintenance**.

Use the **Copy Advisor** button to copy current advisors to the next term.

Select **End Advisor** to end all current advisors after the current term. Save and re-enter this screen to add the upcoming advisor(s).

Notes:

To apply a change after the fall semester, enter the term code for winter (YYYY40).

Errors

You may run into an error message that reads “From term not equal to key block term. Press DUPREC to update.”

This error may be dismissed by interacting with any of the editable fields.

To resolve the issue, click on **Copy** (under the Start Over button on the upper right).

Click on **+** (to the left of Copy in the grey bar).

Alternatively, you can click on the existing KU ID number and use the down arrow.

