



Log in to Advisor Link and Get Oriented

Overview

The Advisor Link console brings together, in a single consolidated view, the dozens of data layers that you access every day. Whether you're meeting with advisees or documenting decisions and next steps in your advising notes, the console helps to keep you organized and on task—no matter how much your schedule and your computer screen fill up.

Considerations

Initiation

Security Roles: SAL Advisor

1. **Select** link in email.
2. Enter GT credentials and select **Login**.

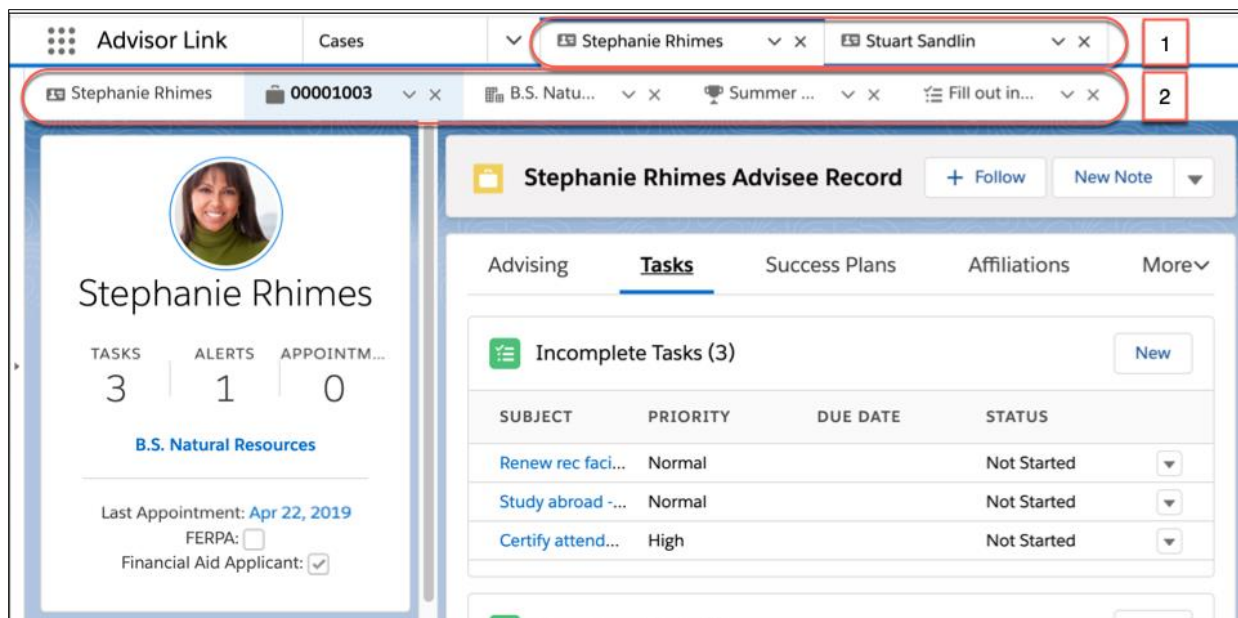
The screenshot shows the Georgia Tech login interface. At the top is the Georgia Tech logo. Below it is a yellow header bar. The main content area is a light gray box with the title "Enter your GT Account and Password" and the text "Login requested by: idp.gatech.edu". There are two input fields: "GT Account:" with the value "gburdell27" and "Password:" with a masked password ".....". Below the password field is a checkbox labeled "Warn me before logging me into other sites." At the bottom of the form is a blue "LOGIN" button and a "clear" link.

After you're logged in, check the app name in the navigation bar to make sure that you're in the Advisor Link app.



Tab Navigation

As you work through your advising caseload, you may open multiple records for multiple advisees as either *workspace tabs* or *subtabs*.



1. Workspace Tabs

- o Keep the items that you're actively working scannable and accessible, along with your calendar and other essentials.

2. Subtabs

- o The leftmost tab in the subtab row tells you which item is currently shown in the console.

Questions?

neweraadvising.gatech.edu

Published [August 18, 2020]

Three-column workspace

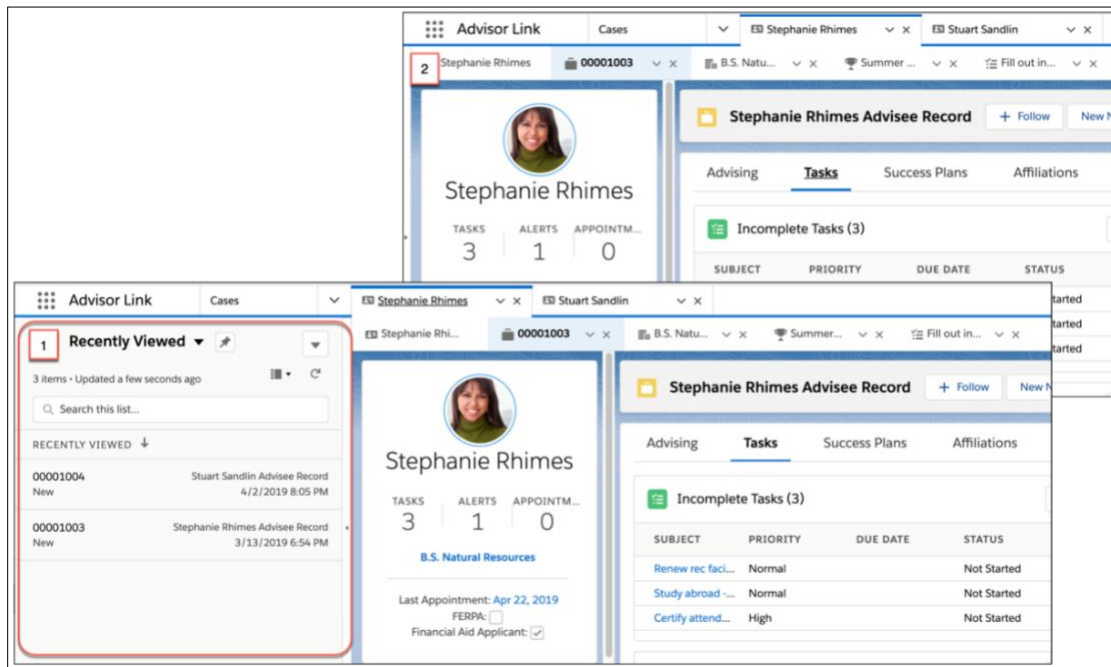
The screenshot shows a three-column workspace for an advisee record. The left column (1) displays the advisee's profile for Stephanie Rhimes, including her name, a photo, and statistics for tasks (3), alerts (1), and appointments (0). The middle column (2) shows the 'Stephanie Rhimes Advisee Record' with tabs for Advising, Tasks, Success Plans, and Affiliations. The 'Tasks' tab is active, showing a table of incomplete tasks with columns for Subject, Priority, Due Date, and Status. The right column (3) displays the 'Activity' feed, showing next steps and past activities.

SUBJECT	PRIORITY	DUE DATE	STATUS
Renew rec faci...	Normal		Not Started
Study abroad -...	Normal		Not Started
Certify attend...	High		Not Started

1. Features personal and academic details about the
2. Keeps related lists front and center, giving you a 360-degree view of tasks, appointments, success team information, notes, and much, much more.
3. Compact activity feed showing what's coming up.

Quick access to advisee lists-view mode

When you need to locate an advisee's record, you often consult a list of your advisees.



1. Take a quick peek at your advisee lists and open the desired record in a new tab. Then
2. Exit split-view mode to return to the full-screen, maximum real estate view of your workspace.