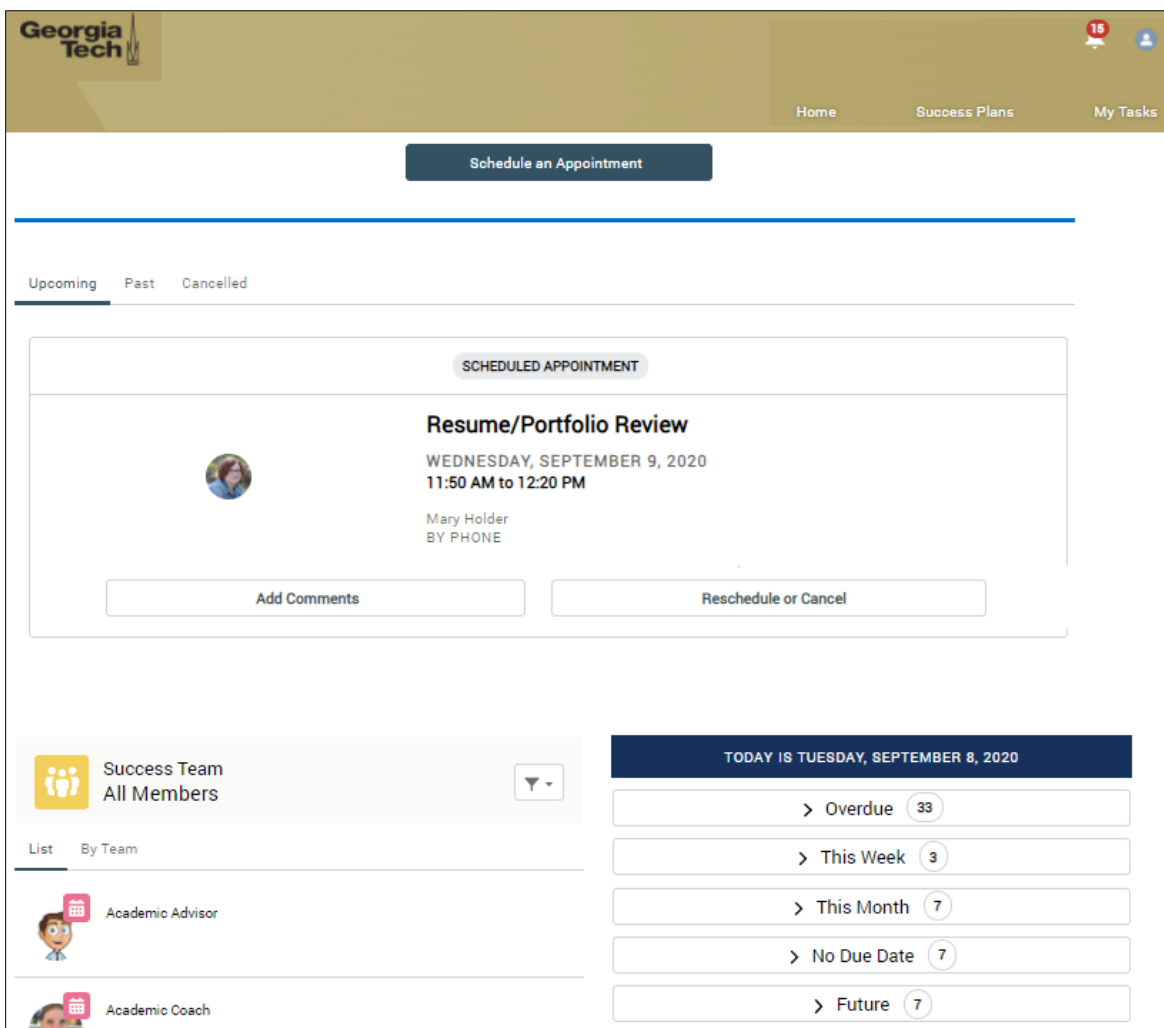# Navigating Advisor Link

Overview

The advisee will see multiple options which will assist with helping them achieve ultimate success. They will be able to schedule an appointment, create success plans, program plans, view any groups, view success team members, and see any tasks created. Each section will be explained to give more details on its purpose and how it will help.

Homepage

Student will be able to schedule an appointment, view their success team, any tasks, success plans, program plans, or any groups they are associated with.
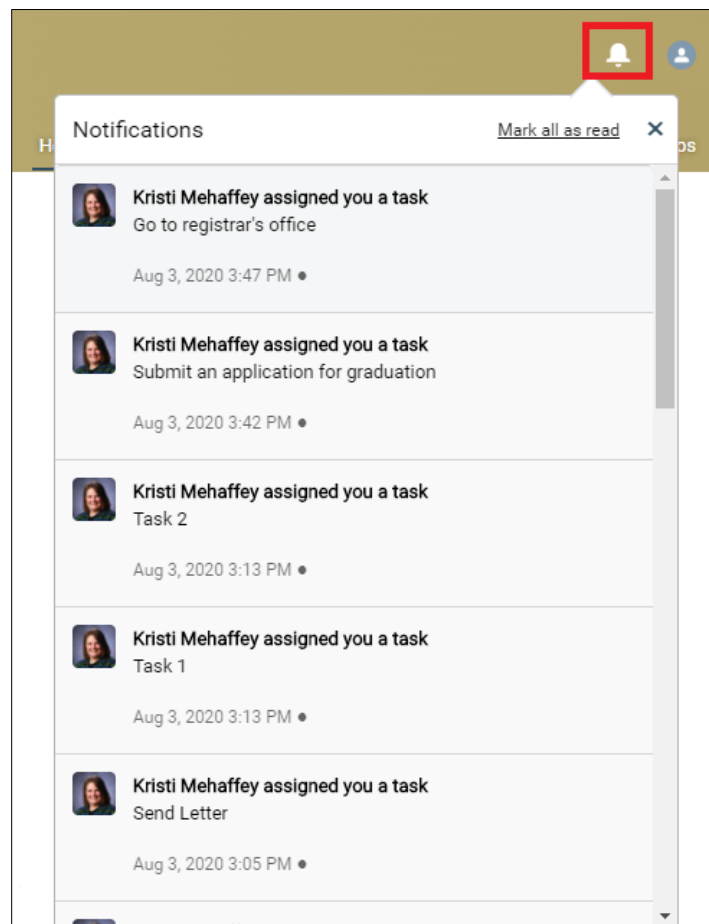
Tabs

- **Home –** Takes the user back to the main homepage.
- **Success Plans –** Helps advisees stay focused, organized, and on track to achieve a goal or milestone.
- **My Tasks -** Helps advisees do things like complete their first-semester onboarding, apply to a study abroad program, or get off academic probation.
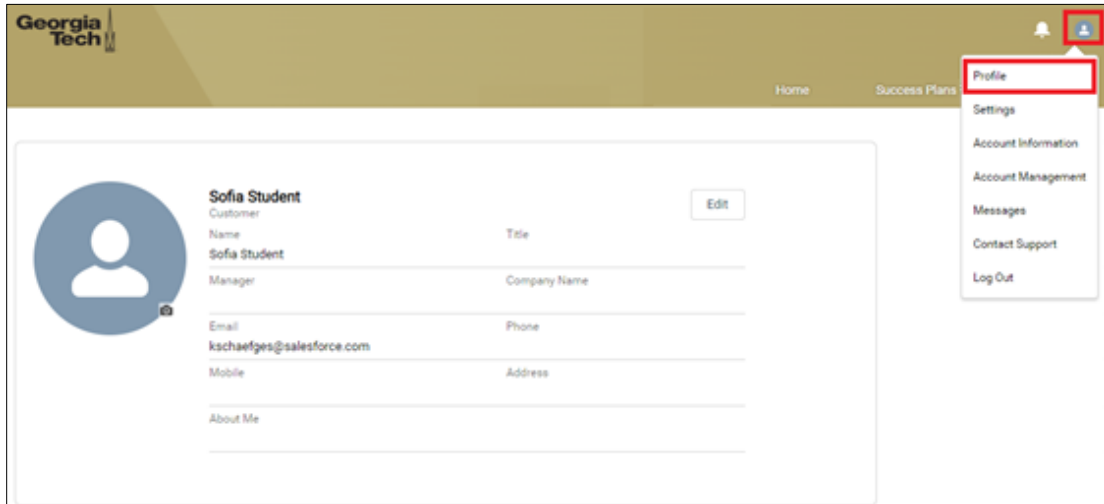
Notifications

Any success plan creation and assigned tasks from the advisor to student. The bell icon will have a number next to it until you open and read the notification.
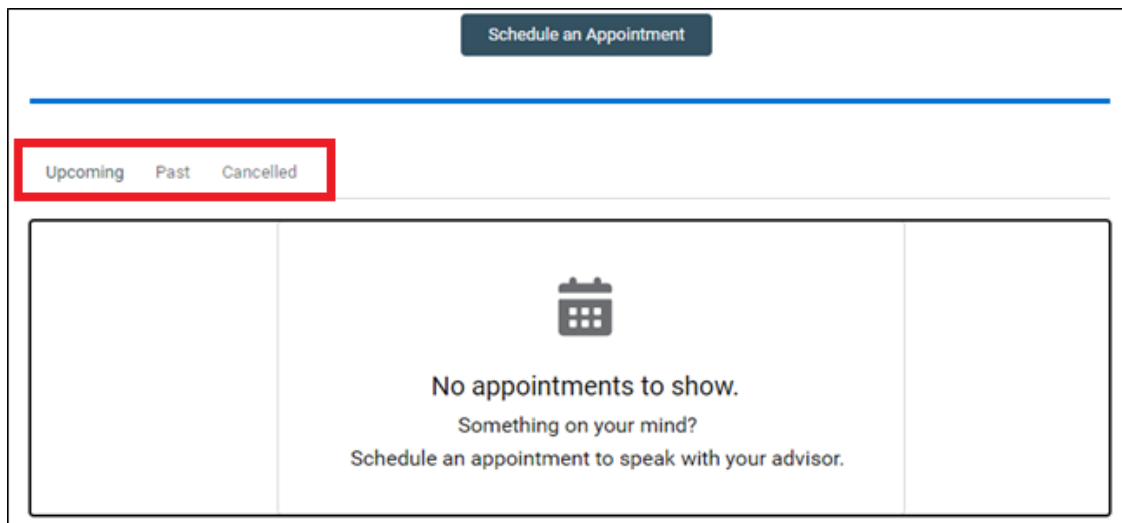
Profile

Under your profile icon you will find pertinent information for updating personal information.

Appointments

An advisee can select the *Schedule an Appointment* to set up a meeting time and location to speak with their advisor.

- **Schedule an Appointment –** Set up a time to speak with your advisor.
- **Upcoming –** Scheduled appointments in the future.
- **Past –** Scheduled appointments that have expired.
- **Cancelled –** Scheduled appointments that were cancelled.

Success Team

A *success team* is a group of individuals and resources responsible for student success. Success team members are specifically assigned to an individual advisee—unlike members of Advising Pools, who are typically not assigned to individual advisees but rather serve the general population. Success team members can be advisors, faculty members, advising centers and groups, and so on. Success team members can see who else is on the team, and advisees can see all the members of their team in the community.

Tasks

Helps advisees do things like complete their first-semester onboarding, apply to a study abroad program, or get off academic probation—and help advisors keep an eye on advisees' progress. in turn, allow advisors to create, reuse, and share Tasks as part of a Success Plan Template.

TODAY IS FRIDAY, AUGUST 21, 2020

> Overdue   33

> This Week   6

> This Month   13

> No Due Date   9

> Future   42

> Completed   16