




Advising - View and Email Your Advisees

Step	Action
1.	<p>Logging in:</p> <p>Begin by opening a browser. Navigate to mygfuforgefox.edu. (Don't type http or www in the address -- just mygfuforgefox.edu).</p> <p>Log in with your regular GFU username in ALL CAPS. Use your regular GFU password in its regular form (case sensitive).</p>
2.	<p>Click the Self Service link.</p> <p>Self Service</p>
3.	<p>Click the Advisor Center link.</p>
4.	<p>Click the My Advisees link.</p>
5.	<p>You'll see your first ten or so advisees. To view all advisees at once, click View All.</p>
6.	<p>To Email Your Advisees:</p> <p>To email all advisees, click the Notify All Advisees button. To email a subset of advisees, check the Notify box to the left of each student, and click the Notify Selected Advisees button.</p> <p>notify all advisees</p>
7.	<p>You'll see an email message screen with the advisees' email addresses in the BCC field and your email address in the To field.</p> <p>When you are ready to send the email, click the Send Notification button.</p> <p>SEND NOTIFICATION</p>
8.	<p>To View an Advisee's Schedule:</p> <p>From the My Advisees screen, click the student's View Student Details link located to the right of the student's name and ID.</p> <p>View Student Details</p>
9.	<p>You have entered the Student Center. You'll see the advisee's schedule for this week.</p> <p>To view the entire class schedule, click the My Class Schedule link.</p> <p>My Class Schedule</p>
10.	<p>When you are done, scroll down to see the bottom of the screen.</p>
11.	<p>Click the Cancel button to return to the previous screen.</p> <p>Cancel</p>

Step	Action
12.	To return to your list of advisees, click the My Advisees link across the top. 
13.	To View Advisees' Photos: Click the Include photos in list option. 
14.	Click the View All link to view all advisees' photos at once. 
15.	End of Procedure.