

The background of the slide features a photograph of a university building. A prominent clock tower with a white facade and a brown roof is visible, partially obscured by out-of-focus autumn leaves in shades of yellow and orange. To the right, a large red dome is also visible. The scene is set against a clear blue sky.

# New MyKU

Assigning Advisors (Staff)

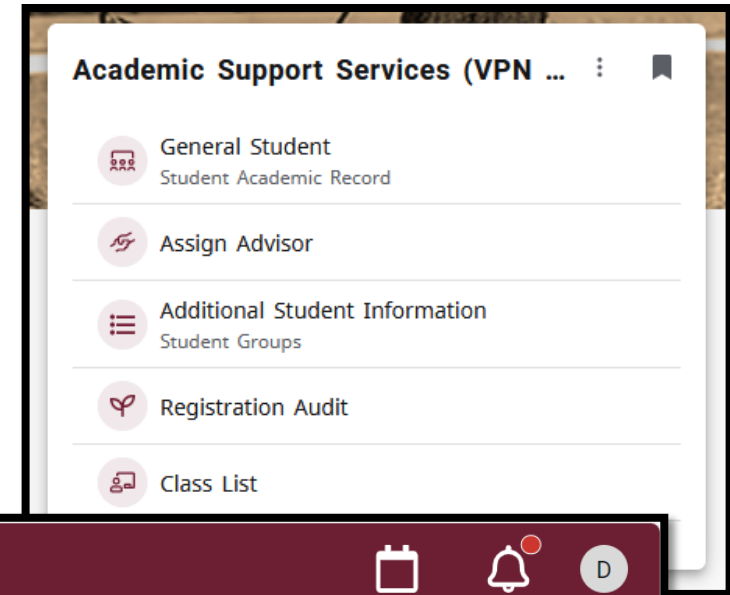


# Assign Advisor to New Student (1/4)

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 "Multiple Advisors SGAADVR 9.3.13 (DEVL) (003322)" screen. The interface has a dark red header bar with a hamburger menu icon, the word "Home", and icons for a calendar, notifications, and a user profile. Below the header, the title "Multiple Advisors SGAADVR 9.3.13 (DEVL) (003322)" is displayed. To the right of the title is a toolbar with icons for search, back, add, move, hierarchy, help, settings, and close. The main area contains two input fields: "ID:" followed by a text box with a dropdown arrow, and "Term:" followed by a text box with a dropdown arrow. A "Go" button is 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."

# 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 shows a web application interface for "Person Search SOAIDEN 9.3.12 (DEVL) (003322)". The interface has a dark red header bar with a "Home" link and a user profile icon. Below the header, there is a search bar with a magnifying glass icon and a "Go" button. The search results are displayed in a table with columns for ID, Last Name, First Name, and Middle Name. Each column has a minus sign icon. Below the table, there 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.

Home

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

## Notes:

Names in the filter menu are case sensitive.

Do **NOT** remove or change the Student Navigator. Assigned navigators remain the same regardless of major.

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

# Immediate Advisor Changes

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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

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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

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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.

