## **How to Find Advising Notes**



Giving News Events Map Ap ly

**Student Life** 

Athletics

My

About

**Get Connected** 

nore than 400 student organizations, it's easy to find your community, pursue new challenges, and make

connections.

Discover Student Life

### **Click on Student Service Center** Illinois State University Q Apply My Giving News Events Map My Illinois State **Requests & Forms** Safety & Policy **My Profile** Logout **Student Life Pay & Benefits** Home Academics Finances Office 365 Email ReggieNet **Campus Solutions** > Access your email, Office applications, Access class resources, notes, and Student Service Center > documents, and more. homework. Academic Calendar > Login to Office 365 > Login to ReggieNet > **Technology Support Center** > The new My.IllinoisState All the features you love with a new look. This is just the <u>start of the new My.IllinoisState</u>. We want to hear what you think so we can continue to improve functionality.

**Give Feedback** 

## Click on the drop-down menu listed as "Other Academics..."

#### Student Center

Academics	Deadlines URL Gradebook	SEARCH FOR CLASSES
other academic 🗸 🔊	Class Schedule weekly schedule enrollment shopping cart	To Do List
Finances Financial Aid Mew Financial Aid Accept/Decline Awards	<ul> <li>Click Student Account Service Center in the Student Account section to the right to do the following:         <ul> <li>Review Account Activity</li> <li>Make a Payment</li> <li>Sign up for Direct Deposit</li> <li>Setup an Authorized User</li> <li>Enroll in a Payment Plan</li> <li>View More Features</li> </ul> </li> <li>To view your Financial Aid, click the link to the left.</li> </ul>	Emergency Contacts
<ul> <li>Personal Information</li> <li>Demographic Data Emergency Contact Names</li> <li>other personal          <ul> <li>S</li> </ul> </li> </ul>	Contact Information Home Address Mailing Address	Advisor Program Advisor

## Scroll through the drop-down menu and select "Advising Notes"

#### Student Center

<u>Search</u> Plan	200	)eadlines 🛛 💭 URL	Gradebook	
Enroll	Upce	oming Schedule	Holds	
1v Academics		Class	Schedule	Student Accounts- Past Due
other academic 👻 🛞	GEO 142-001 LEC (1193)		Online Course	Student Accounts - Transcript
	1	IDS 121A37-002 LEC (2702)	Online Course	details 🏲
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Irse History		the following:	ection to the right to do	more 🎙
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## After you select "Advising Notes", click on the small arrows to proceed to the next page

#### **Student Center**

Academics		SEARCH FOR CLASSES
Search Plan Enroll My Academics	Deadlines     URL     Gradebook       Upcoming Schedule     Class     Schedule	Tholds
	weekly schedule enrollment shopping cart	▼ To Do List
Finances		Emergency Contacts
Financial Aid <u>View Financial Aid</u> <u>Accept/Decline Awards</u> other financial	<ul> <li>Click Student Account Service Center in the Student Account section to the right to do the following:         <ul> <li>Review Account Activity</li> <li>Make a Payment</li> <li>Sign up for Direct Deposit</li> <li>Setup an Authorized User</li> <li>Enroll in a Payment Plan</li> <li>View More Features</li> </ul> </li> <li>To view your Financial Aid, click the link to the left.</li> </ul>	<ul> <li>Milestones</li> <li>No Milestones</li> <li>Enrollment Dates</li> <li>Enrollment Appointment</li> </ul>
Personal Information		
Demographic Data Emergency Contact Names other personal >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Contact Information Home Address Mailing Address	Advisor Program Advisor

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## To view the posted Advising Note, click on the small note icon.

## 🔇 Student Center

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	Personalize   Find   View All   💷   🔢 🛛 First 🕚 1-2 of 2 🕑 La									🖲 1-2 of 2 🕑 Last
A	dvising Note	Created By	Assigned To	Institution	Subject	Category	Subcategory	Status	Created On	Last Updated
				Illinois State University	SUMMER 2018	UCollege Academic Advisement	Other	Open	07/23/2018	07/23/2018
		$\leftarrow$		Illinois State University	FALL 2018	UCollege Academic Advisement	Other	Open	09/18/2018	09/18/2018

# Click "View" to open the attached document and notes posted in the Advising Note.

(Please make sure to allow "pop-ups" in your browser)

Advising Note									
	Institution	Institution Illinois State University			Created	Created On 09/18/2018			
	Category	UCollege Academic Advisement			Created By				
	Subcategory	Other			Status Open				
	Assigned To								
	Subject	FALL 2018							
	-								
Note Item	IS				Personaliz	e   Find   View All   💷   🔣	First @	🕖 1 of 1 🕑 Last	
Note Item	Entered On		En	ntered By		Comment			
1	09/18/2018					09/18/18: Check-In Appointment			
Attachments Audit									
Attached File	e	0	Description				View		
E	_Check-In_	09.18.18.pdf		Check-In_09.18.18.pdf				View	
	Return								