Send Notifications to Advisees

Advisors are able to send email notifications to their advisees from the My Advisees page of the Advisor Center component. Advisors may simultaneously send the same notice to all advisees, a selected group of advisees or a single advisee. The sender may retain a copy of notifications sent to the student.

Note: Parts of images may be obscured for security reasons.

<table>
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<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Advisor Center > My Advisees. |
| 3.   | In the Notify column, click the checkbox of each advisee to be sent a notification. |
| 4.   | Click the notify selected advisees button.  
*Note: When emailing all advisees, then you do not need to select any of the checkboxes. Select only the ‘notify all advisees’ button.* |
5. In the Notification from... section verify the email is being sent to the correct individuals.

**Note:** The sender's name appears in the To: box and the sender receives a copy for their records.

**Note:** The recipient's name/s appears in the BCC: box.

**Note:** Email recipients may be added to the To:, CC:, or BCC: fields.

**Note:** The subject may be changed.

6. In the Message Text box, enter the body of the notice.

7. After completing all fields, click the **Send Notification** button.
| 8. | **My Advisees**
|    | **Send Notification Result**
|    | E-mail sent to:
|    | Sender and Recipient Email Addresses

View Send Notification Result.

End of Procedure.