View Advisee General Info

The Advisee General Info page displays the advisee’s service indicators, initiated checklists, student groups, personal data, and national ID. Contact information including names, addresses, phones, and email addresses is also shown.

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

<table>
<thead>
<tr>
<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 > Advisee General Info](#). |
| 3.   | **Personal Information**  
  Enter any information you have and click Search. Leave fields blank for a list of all values.  
  [Find an Existing Value](#)  
  Maximum number of rows to return (up to 300): 300  
  ID: begins with  
  Campus ID: begins with  
  National ID: begins with  
  Last Name: begins with  
  First Name: begins with  
  Case Sensitive  
  [Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)  
  On the Personal Information page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name. |
| 4.   | Click the Search button. |
| 5.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
6. **Advisee General Info**

To view a different advisee to whom you are assigned, click the **Change Advisee** dropdown box icon to select another advisee; and then click the **change** button to view that advisee’s data.

7. **Advisee General Info**

On the **Advisee General Info** page, links to summary details display related to service indicators (holds), initiated checklists (to do list), student groups (shared common characteristic), personal data, national ID, names, addresses, phones, and email addresses.

8. Click a link to view to those summary details.

   **Note:** With security access, both Service Indicators and Student Groups may be edited from this component.

9. **Email Addresses**

Click the advisee’s Campus Email Address link to launch your email client.

   **Note:** CUNY is able to audit emails sent to the Campus Email Address.

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End of Procedure.