**View and Notify Advisors**

Students are able to use Self Service to identify and contact their advisors. Within CUNYfirst, students may send a notification to their advisor.

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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](go.png) icon.  
   - From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2. | Navigate to: **Self Service > Student Center**. If applicable, in the **Advisor** section your Advisor/s name/s display Click the details link to notify your advisor/s. |
| 3. | Select the **Notify** checkbox of each Advisor to contact.  
   **Note:** You may send a notification to one, any combination or all of your advisors at one time.  
   Select the **Notify Selected Advisors** button. |
5. Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Enter the content of your correspondence in the Message Text box.

**Note:** The sender also receives the notification.

**Note:** There is no functionality to send attachments.

6. Click the Send Notification button.

7. The Send Notification Result page displays.

End of Procedure.