Adding a Student Advisor

1. Log into Banner Administrative and go to the **SGAADVR** form.

2. Enter the student ID number, and check that the id entered is for the correct student.

3. Enter the appropriate Term in the *Term* field and click on the **Next Block** button, or type **CTRL + Page Down**.

**NOTE:** The Term entered above will be the default From Term.
4. Under **ID** in the Advisor Information block, enter the Advisor’s ID or click the down arrow ▼ to search for the advisor,

**NOTE:** If you select the drop-down arrow ▼ under ID, a search window will come up.
- Under ID, enter 960%
- Under Last Name, enter the advisor’s last name and press **F8**.
  - If you do not know the correct spelling of the advisor’s name, simply enter a portion of their name followed by %
    - E.g. Adk%

5. Next, you will need to select the appropriate advisor type by clicking on the down arrow to open the Advisor Type Validation form.

**NOTE:** Currently, UTM only uses the following advisor types:
- MAJR (Major)
- SCHE (Scheduling Advisor)
- MENT (SSS Mentor/Success Coach)

6. Double click to select the appropriate type listed.
7. Make sure to select the *Primary Indicator* box to indicate that this is the primary advisor for this student.

8. Save your work.