

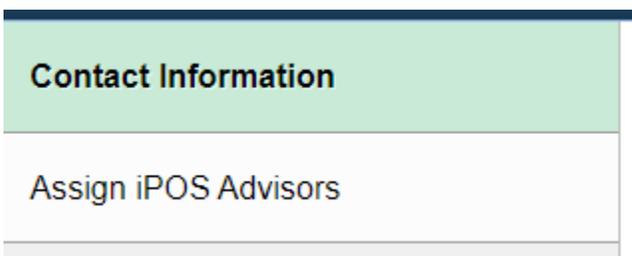
The “Manage Staff Advisor” feature allows staff to assign advisors to specific students or to all students of an entire academic plan code. The assigned advisor(s) will be listed on the Staff Advisor and Summary/Submit pages in the iPOS. The name(s) of the advisor(s) will also show on the student’s My ASU page under “Academic Support Team.” After advisors have been assigned, the advisors will see these students displayed in their iPOS Inbox.

## Process

Click on the “Manage Staff Advisors” tile on the homepage in the iPOS.



Two tabs will display: “Contact Information” and “Assign iPOS Advisors”.



# Contact Information

The “Contact Information” allows users to update their contact information for each plan code.

Enter the Academic Plan code in the “Acad Plan” Field and click on “Search.” The list of Advisors, Chair/Directors, Graduate Chairs, and Staff will appear.

Users can update the contact information for anyone who is listed. The default information displayed is based on the advisor contact information listed in Academic Plan Extensions.

To change a phone number, click on the phone number displayed or the arrow on the right and select another phone number. Follow the same procedure to change the email address. Email address options are restricted to official ASU email accounts.

Once all contact information has been updated, click “Save” at the bottom of the page. Any changes made will be displayed on the Staff Advisor page in the student’s iPOS and on the My ASU page.

### Contact Information

Acad Plan

Electrical Engineering MSE

Default Phone 480/555-3424  
 Default Email PSNoMail@asu.edu  
 Default Advising Url <https://ecee.engineering.asu.edu/>

▼ Advisors

	Lynn Pratte
	*Phone <input type="text" value="480/555-3424 (Default)"/> <input type="button" value="v"/> <input type="text" value="480/555-1729 (Work)"/> *Email <input type="text" value="480/555-3424 (Default)"/> <input type="button" value="v"/> <input type="text" value="(Home)"/> <input type="button" value="v"/> <input type="text" value="(Mobile)"/>
	*Phone <input type="text" value="480/555-3424 (Default)"/> <input type="button" value="v"/> *Email <input type="text" value="PSNoMail@asu.edu (Default)"/> <input type="button" value="v"/>



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	*Phone <input type="text" value="480/555-3424 (Default)"/> <input type="button" value="v"/> *Email <input type="text" value="PSNoMail@asu.edu (Default)"/> <input type="button" value="v"/>



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	Sno Kleespies
	*Phone <input type="text" value="480/555-3424 (Default)"/> <input type="button" value="v"/> *Email <input type="text" value="PSNoMail@asu.edu (Default)"/> <input type="button" value="v"/>
	Toni Mengert
	*Phone <input type="text" value="480/555-3424 (Default)"/> <input type="button" value="v"/> *Email <input type="text" value="PSNoMail@asu.edu (Default)"/> <input type="button" value="v"/>

► Chair/Director  
 ► Graduate Chair  
 ► Staff



# Assign iPOS Advisors

You can assign users to students within the same academic plan code on the “Assign iPOS Advisors” page. On this page you can complete a search by student or by advisor. You will need to enter an academic plan code for either search option.

When you select on one search option, the other disappears. To view both search options, click on “Clear” at the bottom of the page.

The screenshot displays the "Assign iPOS Advisors" interface. On the left, a sidebar contains a button labeled "Assign iPOS Advisors". The main content area is divided into two sections: "Search by Student" and "Search by Advisor".

**Search by Student section:**

- \*Academic Plan (input field with search icon)
- Empl ID (input field)
- First Name (input field)
- Last Name (input field)
- Last Name Starting Letter (input field)
- through (input field)
- Campus (dropdown menu)
- Admit Term Range (input field with search icon)
- To (input field with search icon)
- Student Group (dropdown menu)

**Search by Advisor section:**

- \*Academic Plan (input field with search icon)
- Empl ID (input field)
- Last Name (input field)
- First Name (input field)

At the bottom right, there are two buttons: "Clear" and "Search".

## Search by Student

The “Search by Student” option allows users to search for students by emplid id, first & last name, last name-first initial range, campus, admit term range and/or student group.

**Note:** Students listed in the 4+1 student group will only show active graduate students. Undergraduate students will not appear in the search results.

Enter the academic plan code as well as other search criteria. Click on “Search.”

**Assign iPOS Advisors**

Contact Information

**Assign iPOS Advisors**

**Search by Student**

\*Academic Plan

Electrical Engineering MSE

Empl ID

First Name

Last Name

Last Name Starting Letter  through

Campus

Admit Term Range

To

2020 Summer

Student Group

### Search by Advisor

The “Search for Advisor” option allows users to search for a specific advisor by student or academic plan code.

Enter the Academic Plan Code and then enter the advisor’s 10-digit ID or last and first name. Then click on “Search.”

**Assign iPOS Advisors**

Contact Information

**Assign iPOS Advisors**

**Search by Advisor**

\*Academic Plan

Electrical Engineering MSE

Empl ID

Last Name

First Name

The search result will list the students and their advisor(s). If no advisor was previously assigned to the student, the advisor column will read “Default.”

Click on “Select All” to select all students in the search result or click on the individual boxes on the left in the “Select” column.

Search Results

Contact Information

Assign IPOS Advisors

Select All

Select	Empl ID	Name	Academic Plan	Campus	Admit Term	Student Group	Advisor(s)
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default

11 rows

Update Advisors

Default advisors for this plan: Toni Mengert, Sno Kleespies, and Lynn Pratte

Add   
 Remove   
 Replace  with   
 Reset

Search Results

Contact Information

Assign IPOS Advisors

Deselect

Select	Empl ID	Name	Academic Plan	Campus	Admit Term	Student Group	Advisor(s)
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default

11 rows

Update Advisors

Default advisors for this plan: Toni Mengert, Sno Kleespies, and Lynn Pratte

Add   
 Remove   
 Replace  with   
 Reset

After you click on "Select All," this button will change to "Deselect All." If you have clicked on "Select All" by mistake, you can click on "Deselect All" to undo that action.

Update Advisors

Default advisors for this plan: Toni Mengert, Sno Kleespies, and Lynn Pratte

1.  Add
2.  Remove
3.  Replace  with
4.  Reset

At the bottom of the search result list is a section entitled “Update Advisors.” There are four options in this section:

#### 1. Add an Advisor

- Click on “Add.”
- Choose an advisor from the drop down.
- Repeat for each advisor you wish to add.
- Click on “Update Selected.”

**Note:** The list of advisors populates from the “Contacts” tab in Academic Plan Extensions.

#### 2. Remove an Advisor

- Click on “Remove.”
- Click on the name of the advisor you wish to remove.
- Click on “Update Selected.”

#### 3. Replace an Advisor

- Click on “Replace.”
- Click on the name of the advisor you wish to replace.
- Choose an advisor in the drop down to replace the previous advisor.
- Click on “Update Selected.”

#### 4. Reset

- To reset the advisor option to “Default,” click on “Reset.”

**Note:** Advisors who are not assigned to a specific student can still approve an iPOS, committee change, etc.

Contact Information

Assign IPOS Advisors

**Search Results**

Select All

Select	Empl ID	Name	Academic Plan	Campus	Admit Term	Student Group	Advisor(s)
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input checked="" type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default

11 rows

**Update Advisors**

Default advisors for this plan: Toni Mengert, Sno Kleespies, and Lynn Pratte

with

After you click "Update Selected" you will see a "Changes Saved Successfully" message on top of the page. The changes you made will also reflect in the "Advisors" Column.

**Search Results**

Changes Saved Successfully

Assign IPOS Advisors

Select All

Select	Empl ID	Name	Academic Plan	Campus	Admit Term	Student Group	Advisor(s)
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2197	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Default
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Lynn Pratte
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Lynn Pratte
<input type="checkbox"/>			ESEEMSE	Electrical Engineering MSE	ONLNE	2201	Lynn Pratte

11 rows

**Update Advisors**

Default advisors for this plan: Toni Mengert, Sno Kleespies, and Lynn Pratte

with

# Staff Advisor/MyASU

After a change has been made, the new information will show on the “Staff Advisor” page in the iPOS and the student’s My ASU page under “Academic Support Team.”

## Student’s iPOS Staff Advisor:

**iPOS Staff Advisor**

Name: [Redacted] Plan: Electrical Engineering, MSE  
Campus/Location: Polytechnic Requirements: 30 credit hours and a written comprehensive exam  
Status: Approved

Welcome

Profile

Degree Requirements

Courses

Advisors

**Staff Advisor**

Faculty Committee

Petitions

**Staff Advisor**

Your staff advisor works with your program and is your primary point of contact for questions on a variety of topics including program curriculum, planning your course schedule, and how to complete your iPOS. The individual(s) listed below is your assigned advisor. Please use the listed contact information to reach your advisor if you have any questions regarding your program.

Name	Phone	Email
 Lynn Pratte	480/555-3424	<a href="mailto:PSNoMail@asu.edu">PSNoMail@asu.edu</a>

**Department Contact Information**

Phone: 480/555-3424  
Email: [PSNoMail@asu.edu](mailto:PSNoMail@asu.edu)

## Student’s MyASU displaying Staff Advisor information:

**Academic Support Team**

**Academic Advising**  
Degree requirements, graduation progress, and course registration.

 Your advisor: Christine De La Cerda  
Phone: (480) 555-3332  
Email: [PSNoMail@asu.edu](mailto:PSNoMail@asu.edu)

Your department: [WPC Graduate Programs](#)

Phone: (480) 555-3332  
Email: [PSNoMail@asu.edu](mailto:PSNoMail@asu.edu)  
More information: [Advising website](#)

**Committee Members**  
View your defense committee members.

**Tutoring**  
Find assistance with writing or a specific subject area.

Student's MyASU if the default is used in Staff Advisor:

**My Programs** ?

**Programs** Graduation Find Programs

Electrical Engineering (MSE) ▼

FALL 2021 iPOS ▼

**Academic Support Team**

**Academic Advising** ^  
Degree requirements, graduation progress, and course registration.

Your department: [Electrical Engineering Program](#) 🔗

Phone: [\(480\) 555-3424](tel:(480)555-3424)

Email: [PSNoMail@asu.edu](mailto:PSNoMail@asu.edu)

Your advisors: [Connect with your advisors](#)

More information: [Advising website](#) 🔗

**Coaching** ▼  
Seek success strategies and connections to ASU resources.

If you have any questions or feedback regarding this process, please contact your appropriate Graduate Support Coordinator.