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”.
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.
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.

**Search by Student**

The “Search by Student” option allows users to search for students by empId, 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.”*
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.”

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.
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.
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.
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.
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:**

**Student’s MyASU displaying Staff Advisor information:**
Student’s MyASU if the default is used in Staff Advisor:

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