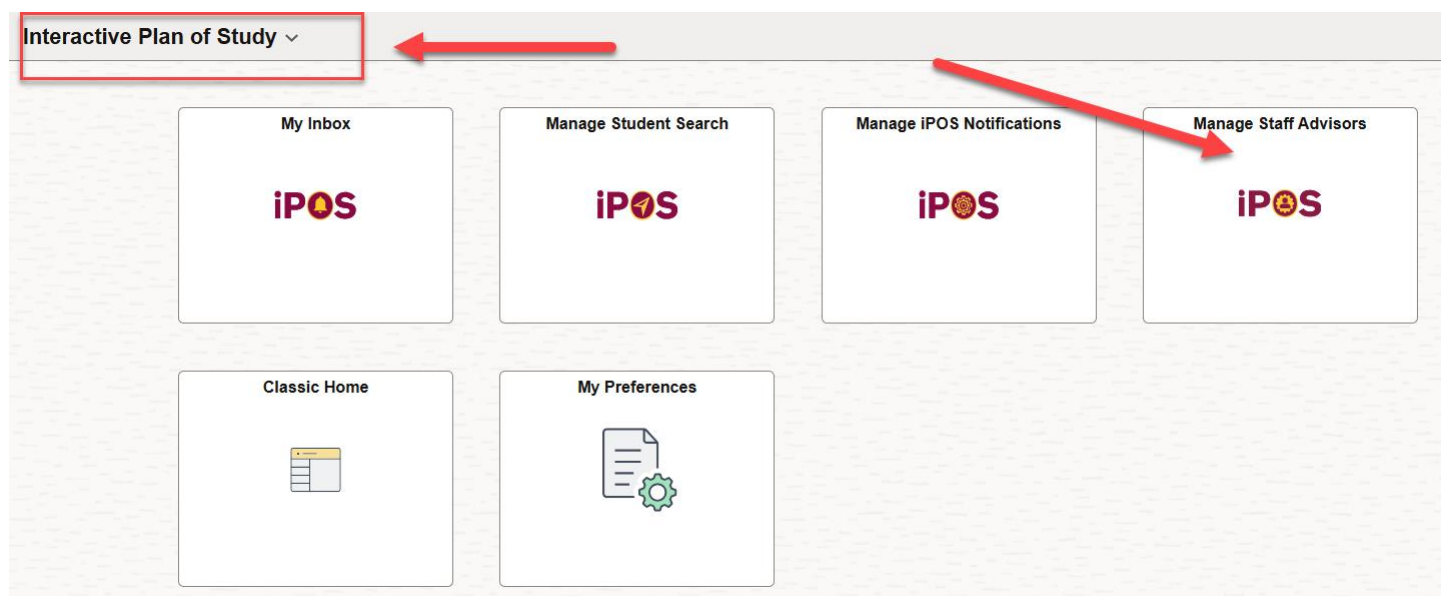


Introduction

The **Manage Staff Advisors** tile allows staff to create advising teams and assign individual advisors to specific students based on academic plan code. The assigned advisor(s) or advising team will appear on both the **Staff Advisor** and **Summary/Submit** pages within the iPOS. The advisor or advising team name(s) will also display on the student's **My ASU** page under **Academic Support Team**. Once advisors or advising teams have been assigned, the corresponding students will appear in the advisors' **iPOS Inbox**.

Updating Contact Information

1. Click on the **Manage Staff Advisors** tile on the iPOS homepage.



2. Click on **Contact Information**. Enter the Academic Plan code in the **Acad Plan** Field and click **Enter**.

Contact Information	
Contact Information	Advisor contact information is based on the academic plan code. Advisors for multiple programs must update information for each plan code. To begin, please input plan code below.
Assign iPOS Advisors	Acad Plan

3. Program information as entered in **Academic Plan Extensions** will display, including the list of **Advisors**, **Chairs/Directors**, **Graduate Chairs**, and **Staff** and their contact details.

The unit's default phone number and email address can be updated on the **Contacts** tab in **Academic Plan Extensions**.

Programs update each individual's contact information using this page, including the desired phone number and/or email address. In addition, units can add a link to their online appointment scheduling tool, if desired, using the **Graduate Advising Appointment URL** displayed.

Once all updates have been made on this page, click **Save** at the bottom of the page.

Contact Information

Contact Information

Assign IPOS Advisors

Advising Teams

Program Handbook

Acad Plan

ESEEMSE

Electrical Engineering MSE

Default Phone

480/965-3424

Default Email

askee@asu.edu

Default Advising URL

Not Applicable

Graduate Advising Appt URL

https://fultonapps.asu.edu/advising/calendar/

The default phone number and email address are pulled from the Contact tab in Academic Plan Extensions. To update an individual's contact information in the iPOS, select the desired phone number and/or email address. Then select "save" at the bottom of the page.

> Advisors

> Chair/Director

> Graduate Chair

Photo	Name	Phone	Email Address
	Michael Kozicki	480/965-3424 (Default)	askee@asu.edu (Default)

> Staff

Save

Cancel

Assigning iPOS Advisors

You can assign users to students within the same academic plan code using the **Assign iPOS Advisors** tab. On this page, you can search either by **student** or by **advisor/Advising Team**. An academic plan code is required for both search options.

Assign iPOS Advisors

Contact Information

Assign iPOS Advisors

Advising Teams

Program Handbook

To assign an advisor(s) to one or more students, begin by searching for the desired student(s) using any search criteria below. An academic plan code is required.

Search by Student

Academic Plan

Empl ID

First Name

Last Name

Last Name Starting Letter

through

Show students without an Assigned Advisor

Advisor Empl ID

Campus

Admit Term Range

To

Student Group

Admission Entry

To find students assigned to an advisor(s), use the search criteria below. An academic plan code is required.

Search by Advisor

Academic Plan

Empl ID

Last Name

First Name

User ID

Advising Team Name

Search

Clear

2

10/22/2025

1. To search by student, enter the **academic plan code** along with any other search criteria, then click **Search**. To search by Advisor, enter the **academic plan code** and either the advisor's **10-digit ID** or their **last and first name**, then click **Search**. For an Advising Team, input the **Advising Team Name** and click **Search**.

The search results will display a list of students and their assigned advisor(s). If no advisor has been assigned, the **Advisor** column will show **Default**.

2. To select students, click **Select All** to choose all students in the search results, or check the individual boxes in the **Select** column. If you click **Select All**, the button will change to **Deselect All**. If you selected **Select All** by mistake, simply click **Deselect All** to undo the selection.

Contact Information

Assign IPOS Advisors

Advising Teams

Program Handbook

Select the student(s) to assign to the advisor(s). You may also select all students by using the "Select All" option. After making the desired selection, see the bottom of this page for advisor assignment options.

Search Results

Select All ☐

Select	Empl ID	Name	Academic Plan	Campus	Admit Term	Student Group	Advisor(s)
☐	1		ESEEMSE Electrical Engineering MSE	ONLNE	2251		James VanderPloeg
☐	1		ESEEMSE Electrical Engineering MSE	ONLNE	2231		Ian James
☐	1		ESEEMSE Electrical Engineering MSE	ONLNE	2241		Toni Mengert
☐	1		ESEEMSE Electrical Engineering MSE	TEMPE	2261		Ian James
☐	1		ESEEMSE Electrical Engineering MSE	ONLNE	2247		Ian James
☐	1		ESEEMSE Electrical Engineering MSE	TEMPE	2247		James VanderPloeg
☐	1		ESEEMSE Electrical Engineering MSE	ONLNE	2247		Toni Mengert
☐	1		ESEEMSE Electrical Engineering MSE	ONLNE	2261		Ian James
☐	1		ESEEMSE Electrical Engineering MSE	TEMPE	2261		Ian James
☐	1		ESEEMSE Electrical Engineering MSE	TEMPE	2241		Toni Mengert

3. Scroll to the bottom of the page to view the four different options to choose from when assigning an advisor to a student(s).

Update Advisors

Default advisors for this plan: Toni Mengert, Lynn Pratte, James VanderPloeg, and Ian James

Add ☐

Remove ☐

Replace ☐

Reset to Default ☐

with

[Return to Search](#)

Update Selected

Update Advisors

Add an Advisor: Use this option to assign advisors to selected students.

1. Click **Add**.
2. Select the advisor or advising team from the drop-down menu.
3. Click **Update Selected** to save your changes.

Note: The advisor list is populated from the **Contacts** tab in **Academic Plan Extensions**. Advising Teams are populated from the Advising Teams tab (none will display if they are not created/attached to the student’s plan code)

Remove an Advisor: Use this option to remove an assigned advisor from selected students.

- 1. Click **Remove**.
- 2. Select the name of the advisor you wish to remove.
- 3. Click **Update Selected** to confirm the removal.

Replace an Advisor: Use this option to replace one advisor with another for selected students.

- 1. Click **Replace**.
- 2. Select the advisor you wish to replace.
- 3. Choose a new advisor from the drop-down menu.
- 4. Click **Update Selected** to apply the change.

Reset to Default: Use this option to reset the advisor assignment to the default setting.

- 1. Click **Reset** to return the advisor field to **Default** status.
- 2. Click **Update Selected** to apply the change.

☒		ESEEMSE	Electrical Engineering MSE	TEMPE	2261	Default
☒		ESEEMSE	Electrical Engineering MSE	ONLNE	2261	Default

Select only one of the options below. Choosing "Reset to Default" changes the selected students to the "default advisors" listed in the Contacts section of Academic Plan Extensions for the plan code.

Update Advisors

Default advisors for this plan: Toni Mengert, Lynn Pratte, James VanderPloeg, and Ian James

Add☒

Lynn Pratte (Advisor)

Remove☐

Replace☐

 with

Reset to Default☐

Return to Search

Update Selected

Staff Advisor/MyASU

After assigning advisors, the updated information will appear on the **Staff Advisor** page in the iPOS, as well as on the student’s **My ASU** page under **Academic Support Team**.

iPOS Staff Advisor:



Name [Redacted]
Campus/Location Tempe
Student Group Accelerated Masters Student
Status Approved

Plan Electrical Engineering, MSE
Requirements 30 credit hours and a portfolio

Welcome

Profile

Degree Requirements

Dept Monitored Requirements

Courses

Advisors

Staff Advisor

Faculty Committee

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
 James Vanderploeg	480/965-3424	James.Vanderploeg@asu.edu

Department Contact Information

Phone [480/965-3424](tel:4809653424)
Email askee@asu.edu

Student's My ASU showing Staff Advisor:

Academic Support Team

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



Your advisor: James Vanderploeg

Phone: [\(480\) 965-3424](tel:(480)965-3424)

Email: James.Vanderploeg@asu.edu

Your department: [Electrical Engineering Program](#)

Phone: [\(480\) 965-3424](tel:(480)965-3424)

Email: askee@asu.edu

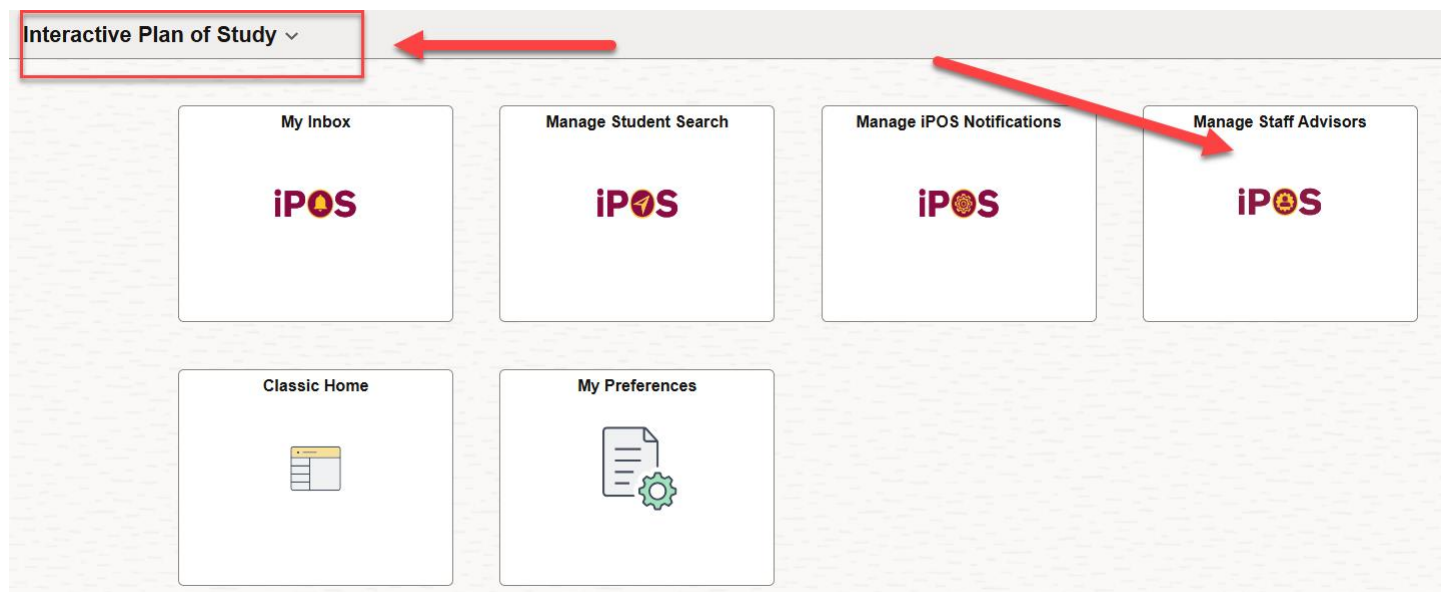
Appointments: [Book appointment](#)

Advising Teams

Some programs use **advising teams** instead of individual advisor assignments. Advising teams consist of two or more advisors who collaborate to support the students assigned to their team. Only users who have an approved Acad Unit POS Super User PeopleSoft security role can create advising teams.

Creating Advising Teams

1. To create an advising team, click the **Manage Staff Advisors** tile on the iPOS homepage.



2. Click on **Advising Teams** and then **Add New Advising Team** (it will not display to those without the approved PeopleSoft role).

The screenshot shows the 'Advising Teams' page. On the left, there is a sidebar with three tabs: 'Contact Information', 'Assign iPOS Advisors', and 'Advising Teams'. The 'Advising Teams' tab is selected and highlighted. On the right, there are input fields for 'Advising Team Name', 'Academic Plan', and 'Academic Prog', each with a search icon. Below these fields are three buttons: 'Search', 'Clear', and 'Add New Advising Team'. A red arrow points to the 'Add New Advising Team' button.

3. Enter the advising team information and select the team usage (if the team is to be used for Salesforce Graduate Advisor portal cases in addition to the iPOS). Then, click **Save**.

The screenshot shows the 'Add Advising Team' form. It has a 'Cancel' button in the top left corner. The form contains the following fields: 'Team Name' (text input with 'maroon'), 'Team Email Address' (text input with 'maroon@asu.edu' and a dropdown arrow), 'Team Phone Number' (text input with '480/965-1234'), and 'Team Usage' (dropdown menu). At the bottom, there is a 'Save' button. A red arrow points to the 'Save' button.

4.. Enter the **Advising Team Name** and click **Search**. Then, select the team from the search results.

Advising Teams

Contact Information	Advising Team Name maroon
Assign iPOS Advisors	Academic Plan
Advising Teams	Academic Prog
	Search Clear Add New Advising Team

5. Enter the **plan code**. If more than one plan code is assigned to the team, click the **plus (+)** icon to add additional rows for each additional plan.

Next, enter the advisors' **EMPL ID** numbers to add them to the team. Click the **plus (+)** icon to add additional rows for each advisor. **Note:** all listed advisors must be included in **Academic Plan Extensions** and have **iPOS access** for every plan code associated with that advising team. Then, click **Save**.

Team Usage

Advising Team Academic Plans

Academic Plan			
TEABAGRCT		Appl Behavior Analysis (Cert)	+ -
TESPEABAMA		Spec Ed (App Bhv Analys)	+ -

Advising Team Members

Empl ID	Name		
		+	-
		+	-
		+	-

Assigning Students to Advising Teams

Follow the same process as **Assigning iPOS Advisors** above. Once changes are saved, the **Advising Team** content will be displayed on the iPOS and MyASU. All advisors on the team will be listed.

In the iPOS:

Welcome

Profile

Degree Requirements

Dept Monitored Requirements

Courses

Advisors

Staff Advisor

Faculty Committee

Petitions

Professional Development

Approval/History

Correspondence

Summary/Submit

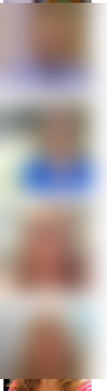
Staff Advisor ⓘ

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.

Your Advising Team

Team Name	Phone	Email
MLFTC, ABA	480/884-0174	ABAadvising@asu.edu

Name



On the student's My ASU:

Academic Support Team

Academic Advising

Degree requirements, graduation progress, and course registration.

^



Your advising team: MLFTC, ABA

Phone: [\(480\) 884-0174](tel:4808840174)

Email: ABAadvising@asu.edu

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

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