

Advisor Setup – Advising Contact Information

What is it?

Advisors can change their contact information as it appears to the students. The default contact information is from the SU Directory, which is typically the address and phone number of the advisor's department. Advisors may find it more convenient to change this information so that it gives their specific office number and location, as well as their direct phone number.

How do I use it?

Update your contact information.

1. My location

If the address listed is your departmental address and not your office address, update it with the correct location.

2. Default location

Once you have entered your office location, click the **Default Location** box if you want this address to appear as your main location.

3. Additional locations

If you have offices in other buildings, click the **+** to specify additional locations.

4. Office hours

Specify days, hours, locations when you are available for advising.

5. Advisor homepage

If you have a personal web page, specify the URL.

6. Save

Click **Save** when you have completed your updates.