

# Logging in to Advisor Services

## What is it?

Advisor Services give online access to advisor functions and resources, making important information easily accessible to faculty advisors.

## How do I find it?

### 1. Log into MySlice

You need a NetID and password to log into MySlice. See <http://cms.syr.edu/myslice/help/> for instructions.

### 2. Locate the Advisors Services pagelet

If you cannot find the Advisor Services pagelet after you log into MySlice, follow these steps:

- a. Click on **Content** in the MySlice banner.



- b. On the MySlice Personalize Content page, make sure that the Advisor Services box is checked.

### Personalize Content: MySlice

**Tab Name:** MySlice

**Choose Pagelets:** Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

**Arrange Pagelets:** Go to [Personalize Layout](#)



MySlice Pagelets	Administrative Pagelets	News
<input checked="" type="checkbox"/> Advisor Services	<input checked="" type="checkbox"/> Administrative Applications	<input checked="" type="checkbox"/> University Information
<input checked="" type="checkbox"/> Course Catalog & Class Search		<input checked="" type="checkbox"/> University Resources
<input checked="" type="checkbox"/> Employee Services		
<input type="checkbox"/> Faculty Services		
<input checked="" type="checkbox"/> MySlice Applications		
<input checked="" type="checkbox"/> Personal Services		

[Return to Home](#)

- c. Click on Personalize Layout to position the pagelet where you want it to appear on the screen.
- d. Click on Advisor Services. Use the arrows to the right to move the pagelet into the column and position you prefer.

**Personalize Layout: MySlice**

Tab Name: MySlice


Basic Layout:      
2 columns 3 columns


Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.

Add Pagelets: Go to [Personalize Content](#)

# = Required - fixed position pagelet  
^ = Required - moveable pagelet

Left Column:	Center Column:	Right Column:
Administrative Applications *Course Catalog & Class Search MySlice Applications Personal Services ^ Advisor Services	Employee Services	University Resources University Information

 [Delete Pagelet](#)

 Save [Return to Home](#)

- e. Click Save to go back to the MySlice home page.