

Banner 9: Assigning an Advisor

Accessing the Multiple Advisor (SGAADVR) Form

1. Navigate to the SGAADVR form from the landing page



2. Click search for the ID field

Multiple Advisors SGAADVR 9.3.5 (TEST)	ADD	E 🛃 RELATED	🌞 TOOLS
ID:	Term:		Go
Get Started: Fill out the fields above and press Go.			

This will open the **SOAIDEN** Person Search form.

- 3. Enter the search criteria in the appropriate field(s)
- 4. Click **Go** to execute the query

	×	Person Sea	rch SO	AIDEN 9.3.5 (PROD)						🔒 ADD	🖹 RETRIEVE	📥 RELATED	TOOLS	1
	▼ PER	ON SEARCH									C	Insert 🗖 Del	ete 📲 Copy	🗣 Filter
ñ	Basic	FilterAdvand	ed Filt	ter										0
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	00	ise Insensitive	Query	O Case Sensitive Query										

5. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**

- 6. Click search for the Term field
- 7. Click List of Terms



- 8. Select a Term and click OK
- 9. Click GO to execute the query
- 10. Enter the advisor's Banner ID or click the **search** in the **ID** field

×	Multiple Advisors SGAADVR 9.3.5 (TEST)									
ID	Term: 201740									
▼ ADVI	ADVISOR INFORMATION									
	From Term 201740									
ID	N; me	Advisor Type	Advisor Type Description							
	 ▲ 1 of 1 ▶ ▶ ▲ 10 ▼ Per Page 									

11. Fill out the necessary fields and click GO

×	Faculty/Advisor Query SIAIQRY 9.3 (TEST)		÷	RETRIEVE	A RELATED	TOOLS
	Term: 201740	Faculty:				Go
	Advisor: 🔽	Category:				
	Staff Type:	Contract Type:				
2	enure Status:	Status:				
_						
Get S	arted: Fill out the fields above and press Go.					

- 12. In the **Faculty/Advisor Query** results, click on the Advisor's ID and click **Select**
- 13. Enter the correct Advisor Type or click the search for the Advisor Type field

ID:		Term: 999999		
▼ ADVISO	R INFORMATION			
	From Term 999999			<u>a</u> Maintenance
ID	Name		Advisor Type	Ad risor Type Description
				•••
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14. Select an Advisor Type Validation code and click OK

Criteria	Q,		
Code	Description	ACTIVITY DA	TE
ADV	Academic Advisor	01	
ATC	Athletic Advisor	02	
CAL	Adult Learning Advisor	01	
DEP	Department Advisor	01	
EOF	EOF Advisor	01	=
FAC	Faculty Advisor	01	
HON	Honors Advisor	01	
MIN	Minor Advisor	10	
SND	Second Major Advisor	10	
4	Votoron/Militanz Advicar	04	
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15. If this is the student's primary advisor, select the **Primary Indicator** field

* ADVIS	SOR INFORMATION				🖶 Insert	Delete	Га Сору	🕄 Filter			
	From Term 201740	(<u>2</u> M	aintenance	To Term	999999						
ID Name Advisor Type			Advisor Type Description		Primary Indicator *						
		ADV	Academic Advisor			V					
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Note: A student can have only one advisor flagged as primary or you will generate an error message.

16. Click the Save button to update the record