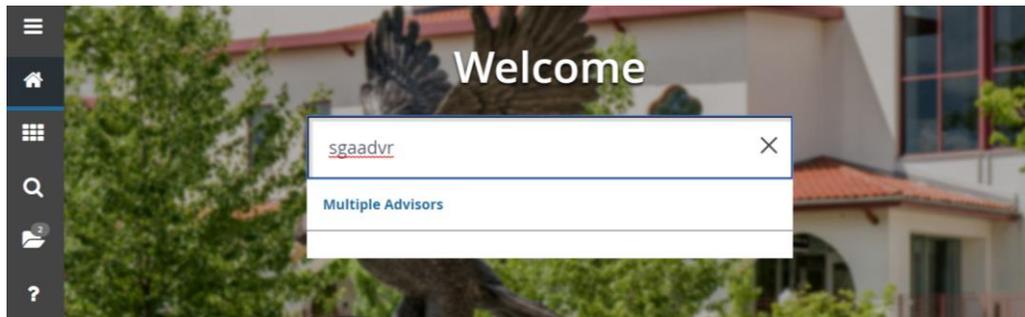


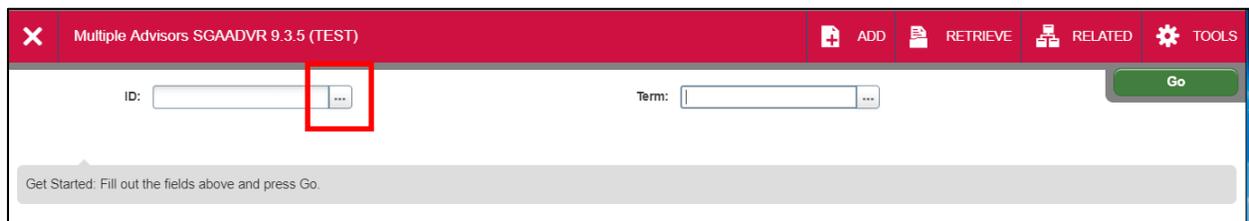
Banner 9: Assigning an Advisor

Accessing the Multiple Advisor (SGAADVR) Form

1. Navigate to the **SGAADVR** form from the landing page



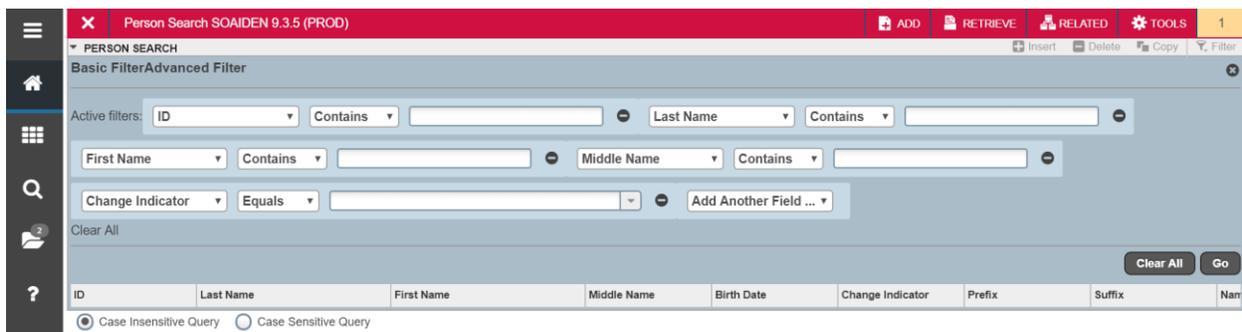
2. Click **search** for the **ID** field



The screenshot shows the 'Multiple Advisors SGAADVR 9.3.5 (TEST)' form. The 'ID' field has a search button (three dots) highlighted with a red box. The 'Term' field is also visible. A 'Go' button is located to the right of the 'Term' field. Below the form, there is a message: 'Get Started: Fill out the fields above and press Go.'

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

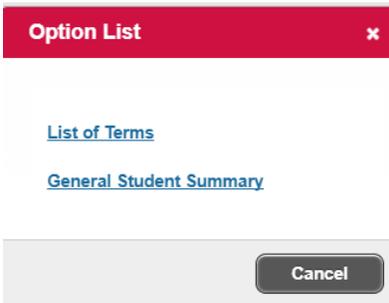
3. Enter the search criteria in the appropriate field(s)
4. Click **Go** to execute the query



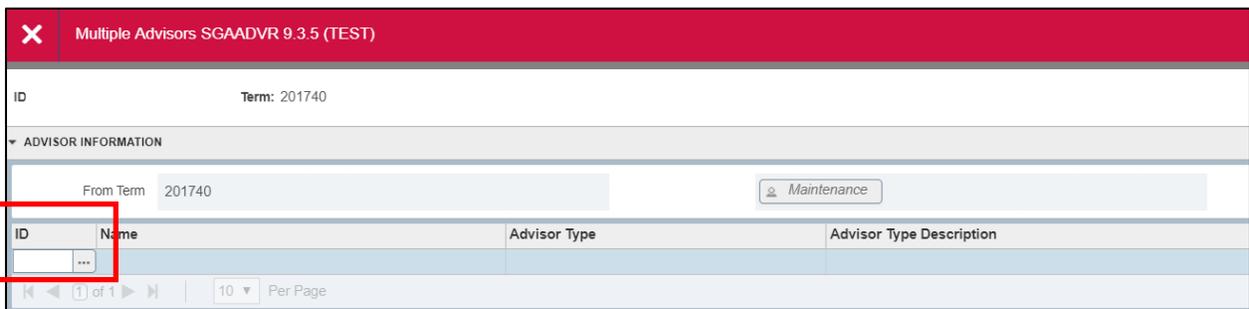
The screenshot shows the 'Person Search SOAIDEN 9.3.5 (PROD)' form. The 'Basic Filter' section is active, showing search criteria for 'ID' and 'Last Name'. The 'Active filters' section shows 'ID' and 'Last Name' with 'Contains' operators. Below this, there are fields for 'First Name', 'Middle Name', and 'Change Indicator'. A 'Clear All' button is visible. At the bottom, there is a table with columns: ID, Last Name, First Name, Middle Name, Birth Date, Change Indicator, Prefix, Suffix, and Name. The 'Case Sensitive Query' radio button is selected.

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**

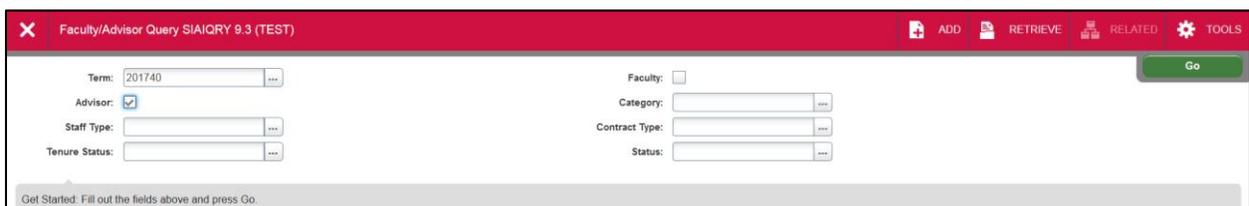
6. Click **search** for the **Term** field
7. Click **List of Terms**



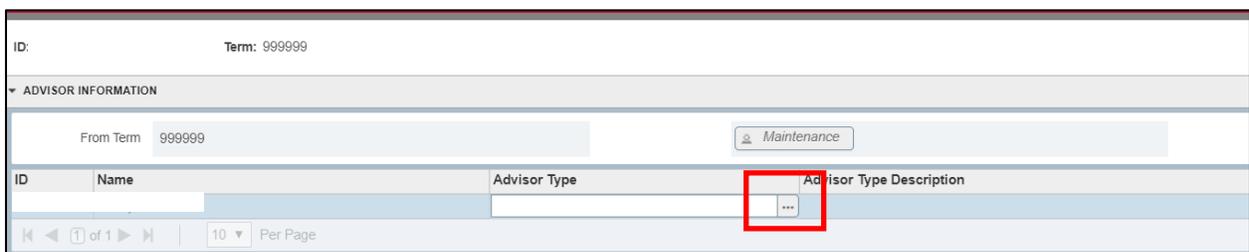
8. Select a **Term** and click **OK**
9. Click **GO** to execute the query
10. Enter the advisor's Banner ID or click the **search** in the **ID** field



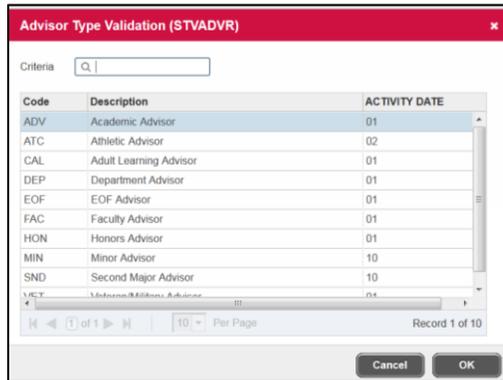
11. Fill out the necessary fields and click **GO**



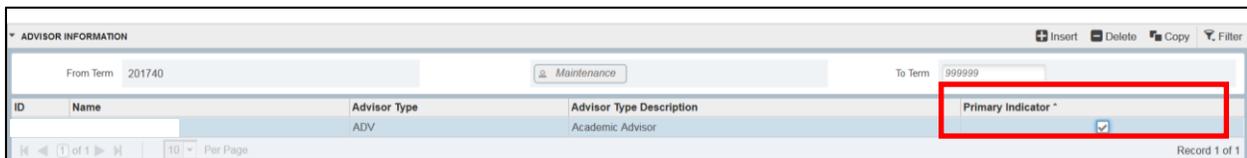
12. In the **Faculty/Advisor Query** results, click on the Advisor's ID and click **Select**
13. Enter the correct **Advisor Type** or click the **search** for the **Advisor Type** field



14. Select an **Advisor Type Validation** code and click **OK**



15. If this is the student's primary advisor, select the **Primary Indicator** field



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