# To Add an Advisor in Campus Connection

Select the *Student Records* tile.

Click on *Records and Enrollment.*

Click on *Student Advisor*.

Enter the student ID in the *Empl ID* box and click *Search*.



Please reference the above graphic for the following steps:

1. Click the ⊞ to change the Effective Date to today's date.
2. If two or more advisors are needed (i.e. Honors, POWER, dual majors, minors, etc.), click the ⊞
   **OR**
   If only one advisor is needed, stay on this page.
3. Click the 🔍 to select the academic career (UGRD), new program, plan and advisor.
4. Click *Save*.

*The *Advisor Number* must show as number 1 if there is only 1 advisor.

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**On occasion the following error may appear after attempting to save:**



There may be a blank row, so select *View All* to see if any fields are blank.
Complete missing information or if the entire section is not necessary, click ⊟ to delete the entire row.
Click *Save*.