CUNYfirst VisQuik guide for seeing your assigned academic advisees

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Need help? Contact Jay Edelman at...

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Do you wish to see your assigned advisees on CUNYfirst?

• CUNYfirst allows those with the proper Role to assign advisors to students. Please see your Chair or your CUNYfirst Dept. Point Person if you would like to have a caseload assigned to you that is accessible using CUNYfirst

• After assignment, all advisors can use “My Advisees” under “Advisor Center” to see lists of their advisees. Students will also be able to see their advisors in CUNYfirst

Click on “HR/Campus Solutions” (NOTE: Do NOT click on Self-Service on this “Enterprise Menu”
To check one’s list of advisees....

1. Navigate to Self Service → Advisor Center → My Advisees

Results will look something like this (except for the blue rectangles)....

Use dialogs to email some/all of one’s advisees

Individual student info can be accessed
Or you can do it this way....

1. Navigate to Self Service ➔ Advisor Center ➔ Advisee Student Center

2. Select student using drop-down menu.

3. Click “change”
A student (and you) can see their advisor here.