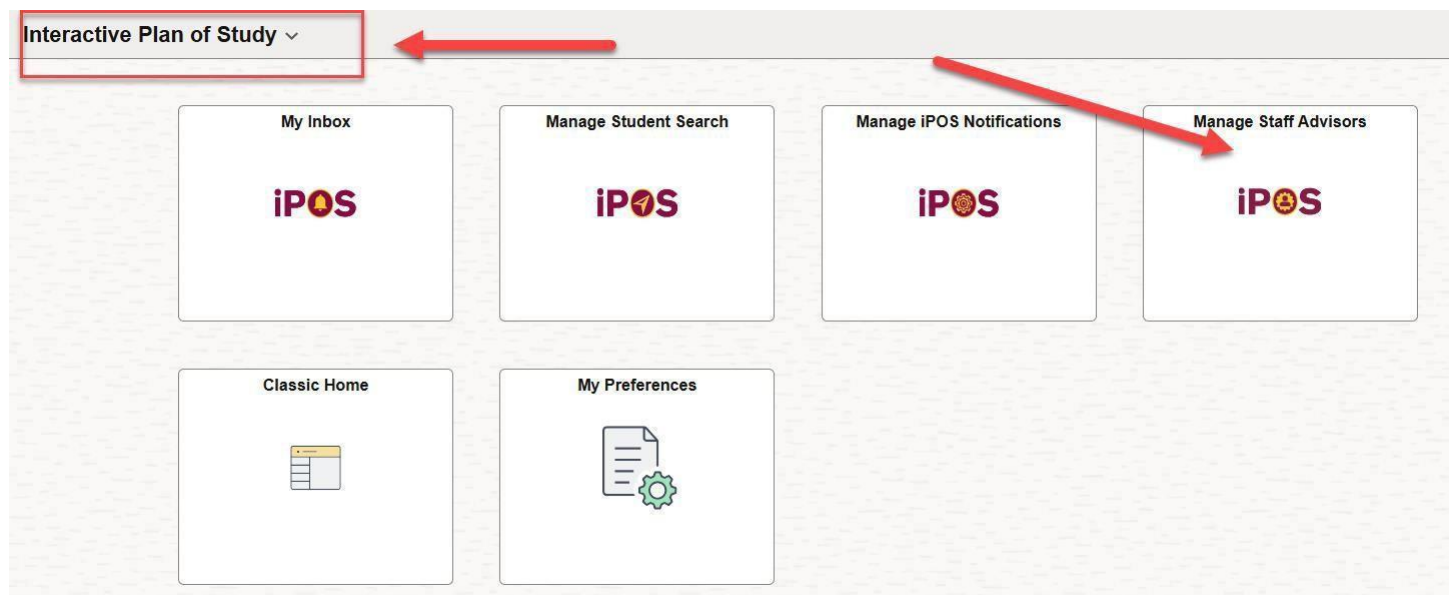


## Introduction

The **Manage Staff Advisors** tile allows staff to assign individual advisors to specific students and advising teams based on academic plan code. The assigned advisor(s) or advising team will appear on both the **Staff Advisor** and **Summary/Submit** pages within the iPOS. The advisor or advising team name(s) will also display on the student's **My ASU** page under **Academic Support Team**. Once advisors or advising teams have been assigned, the corresponding students will appear in the advisors' **iPOS Inbox**.

## Updating Contact Information

1. Click on the **Manage Staff Advisors** tile on the iPOS homepage.



2. Click on **Contact Information**. Enter the Academic Plan code in the **Acad Plan** Field and click **Enter**.

The screenshot shows the 'Contact Information' form. The 'Contact Information' tab is selected. Below the tab, there is a text area for 'Advisor contact information is based on the academic plan code. Advisors for multiple programs must update information for each plan code. To begin, please input plan code below.' To the right of this text is a text input field labeled 'Acad Plan' with a search icon. Below the input field is a button labeled 'Assign iPOS Advisors'.

3. Program information entered in **Academic Plan Extensions** will be displayed, including the list of **Advisors, Chairs/Directors, Graduate Chairs, and Staff**, along with their contact details.

The unit's default phone number and email address can be updated on the **Contacts** tab in **Academic Plan Extensions**.

Programs update each individual's contact information using this page, including the desired phone number and/or email address. In addition, units can add a link to their online appointment scheduling tool, if desired, using the displayed Graduate Advising Appointment URL.

Once all updates have been made, click **Save** at the bottom of the page.

Contact Information

Contact Information

Assign iPOS Advisors

Advising Teams

Program Handbook

Advisor contact information is based on the academic plan code. Advisors for multiple programs must update information for each plan code. To begin, please input plan code below.

Acad Plan

ESEEMSE

Electrical Engineering MSE

Default Phone

480/965-3424

Default Email

askee@asu.edu

Default Advising URL

Not Applicable

Graduate Advising Appt URL

https://fultonapps.asu.edu/advising/calendar/

The default phone number and email address are pulled from the Contact tab in Academic Plan Extensions. To update an individual's contact information in the iPOS, select the desired phone number and/or email address. Then select "save" at the bottom of the page.

> Advisors

> Chair/Director

< Graduate Chair

| Photo                                                                             | Name            | Phone                  | Email Address           |
|-----------------------------------------------------------------------------------|-----------------|------------------------|-------------------------|
|  | Michael Kozicki | 480/965-3424 (Default) | askee@asu.edu (Default) |

> Staff

Save

Cancel

## Assigning iPOS Advisors

You can assign users to students within the same academic plan code using the **Assign iPOS Advisors** tab. On this page, you can search either by **student** or by **advisor/Advising Team**. An academic plan code is required for both search options.

Assign iPOS Advisors

Contact Information

Assign iPOS Advisors

Advising Teams

Program Handbook

To assign an advisor(s) to one or more students, begin by searching for the desired student(s) using any search criteria below. An academic plan code is required.

Search by Student

Academic Plan

Empl ID

First Name

Last Name

Last Name Starting Letter

through

Show students without an Assigned Advisor

Advisor Empl ID

Campus

Admit Term Range

To

Student Group

Admission Entry

To find students assigned to an advisor(s), use the search criteria below. An academic plan code is required.

Search by Advisor

Academic Plan

Empl ID

Last Name

First Name

User ID

Advising Team Name

Search

Clear

1

07132026

1. To search by student, enter the **academic plan code** along with any other search criteria, then click **Search**. To search by Advisor, enter the **academic plan code**, and either the advisor's **10-digit ID** or their **first and last name**, then click **Search**. For an Advising Team, input the **Advising Team Name** and click **Search**.

The search results will display a list of students and their assigned advisor(s). If no advisor has been assigned, the **Advisor** column will show **Default**.

2. To select students, click **Select All** to choose all students in the search results, or check the individual boxes in the **Select** column. If you click **Select All**, the button will change to **Deselect All**. If you selected **Select All** by mistake, simply click **Deselect All** to undo the selection.

Search Results

Contact Information

Assign IPOS Advisors

Advising Teams

Program Handbook

Select the student(s) to assign to the advisor(s). You may also select all students by using the "Select All" option. After making the desired selection, see the bottom of this page for advisor assignment options.

Search Results

Select All ☐

| Select <small>TL</small> | Empl ID <small>TL</small> | Name <small>TL</small> | Academic Plan <small>TL</small> | Campus <small>TL</small>   | Admit Term <small>TL</small> | Student Group <small>TL</small> | Advisor(s) <small>TL</small> |
|--------------------------|---------------------------|------------------------|---------------------------------|----------------------------|------------------------------|---------------------------------|------------------------------|
| <input type="checkbox"/> | 1                         |                        | ESEEMSE                         | Electrical Engineering MSE | ONLNE                        | 2251                            | James VanderPloeg            |
| <input type="checkbox"/> | 1                         |                        | ESEEMSE                         | Electrical Engineering MSE | ONLNE                        | 2231                            | Ian James                    |
| <input type="checkbox"/> | 1                         |                        | ESEEMSE                         | Electrical Engineering MSE | ONLNE                        | 2241                            | Toni Mengert                 |
| <input type="checkbox"/> | 1                         |                        | ESEEMSE                         | Electrical Engineering MSE | TEMPE                        | 2261                            | Ian James                    |
| <input type="checkbox"/> | 1                         |                        | ESEEMSE                         | Electrical Engineering MSE | ONLNE                        | 2247                            | Ian James                    |
| <input type="checkbox"/> | 1                         |                        | ESEEMSE                         | Electrical Engineering MSE | TEMPE                        | 2247                            | James VanderPloeg            |
| <input type="checkbox"/> | 1                         |                        | ESEEMSE                         | Electrical Engineering MSE | ONLNE                        | 2247                            | Toni Mengert                 |
| <input type="checkbox"/> | 1                         |                        | ESEEMSE                         | Electrical Engineering MSE | ONLNE                        | 2261                            | Ian James                    |
| <input type="checkbox"/> | 1                         |                        | ESEEMSE                         | Electrical Engineering MSE | TEMPE                        | 2261                            | Ian James                    |
| <input type="checkbox"/> | 1                         |                        | ESEEMSE                         | Electrical Engineering MSE | TEMPE                        | 2241                            | Toni Mengert                 |

Scroll to the bottom of the page to view the four different options to choose from when assigning an advisor to a student(s).

### Update Advisors

Default advisors for this plan: Toni Mengert, Lynn Pratte, James VanderPloeg, and Ian James

Add ☐

Remove ☐

Replace ☐  with

Reset to Default ☐

[Return to Search](#)

[Update Selected](#)

## Update Advisors

**Add an Advisor:** Use this option to assign advisors to selected students.

1. Click **Add**.
2. Select the advisor or advising team from the drop-down menu.
3. Click **Update Selected** to save your changes.

**Note:** The advisor list is populated from the **Contacts** tab in **Academic Plan Extensions**. Advising Teams are populated from the Advising Teams tab (none will display if they are not created/attached to the student's plan code)

**Remove an Advisor:** Use this option to remove an assigned advisor from selected students.

1. Click **Remove**.
2. Select the name of the advisor you wish to remove.
3. Click **Update Selected** to confirm the removal.

**Replace an Advisor:** Use this option to replace one advisor with another for selected students.

1. Click **Replace**.
2. Select the advisor you wish to replace.
3. Choose a new advisor from the drop-down menu.
4. Click **Update Selected** to apply the change.

**Reset to Default:** Use this option to reset the advisor assignment to the default setting.

1. Click **Reset** to return the advisor field to **Default** status.
2. Click **Update Selected** to apply the change.

|                                     |  |         |                            |       |      |         |
|-------------------------------------|--|---------|----------------------------|-------|------|---------|
| <input checked="" type="checkbox"/> |  | ESEEMSE | Electrical Engineering MSE | TEMPE | 2261 | Default |
| <input checked="" type="checkbox"/> |  | ESEEMSE | Electrical Engineering MSE | ONLNE | 2261 | Default |

Select only one of the options below. Choosing "Reset to Default" changes the selected students to the "default advisors" listed in the Contacts section of Academic Plan Extensions for the plan code.

#### Update Advisors

Default advisors for this plan: Toni Mengert, Lynn Pratte, James VanderPloeg, and Ian James

Add ☒ Lynn Pratte (Advisor) ▼

Remove ☐ ▼

Replace ☐ ▼ with ▼

Reset to Default ☐

[Return to Search](#)

**Update Selected**

## Staff Advisor/MyASU

After advisors are assigned, the updated information will appear on the Staff Advisor page in the iPOS and on the student's **My ASU** page under **Academic Support Team**.

## iPOS Staff Advisor:



Name

Campus/Location

Student Group

Status

Plan

Requirements

Electrical Engineering, MSE

30 credit hours and a portfolio

Welcome

Profile

Degree Requirements

Dept Monitored Requirements

Courses

Advisors

**Staff Advisor**

Faculty Committee

**Staff Advisor**  
Your staff advisor works with your program and is your primary point of contact for questions on a variety of topics including program curriculum, planning your course schedule, and how to complete your iPOS. The individual(s) listed below is your assigned advisor. Please use the listed contact information to reach your advisor if you have any questions regarding your program.

| Name                                                                                                | Phone        | Email                                                                    |
|-----------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------|
|  James Vanderploeg | 480/965-3424 | <a href="mailto:James.Vanderploeg@asu.edu">James.Vanderploeg@asu.edu</a> |

**Department Contact Information**

Phone 480/965-3424  
Email [askee@asu.edu](mailto:askee@asu.edu)

## Student's My ASU showing Staff Advisor:

**Academic Support Team**

**Academic Advising**  
Degree requirements, graduation progress, and course registration.



Your advisor: James Vanderploeg  
Phone: (480) 965-3424  
Email: [James.Vanderploeg@asu.edu](mailto:James.Vanderploeg@asu.edu)

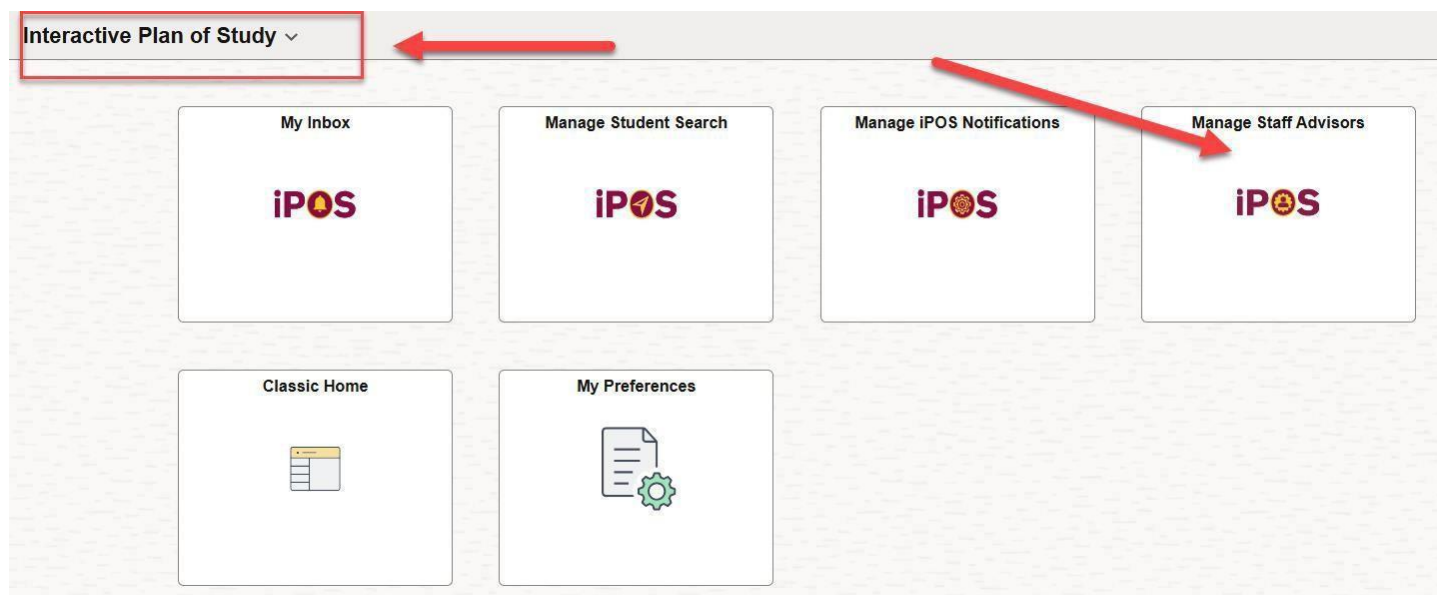
Your department: [Electrical Engineering Program](#)  
Phone: (480) 965-3424  
Email: [askee@asu.edu](mailto:askee@asu.edu)  
Appointments: [Book appointment](#)

## Advising Teams

Some programs use **advising teams** instead of individual advisor assignments. Advising teams consist of two or more advisors who collaborate to support the students assigned to their team. Only users with the approved Acad Unit POS Super User PeopleSoft security role can create advising teams.

## Creating Advising Teams

1. To create an advising team, click the **Manage Staff Advisors** tile on the iPOS homepage.



2. Click on **Advising Teams** and then **Add New Advising Team** (it will not display to those without the approved PeopleSoft role).

The screenshot shows the 'Advising Teams' page. On the left is a sidebar with three options: 'Contact Information', 'Assign iPOS Advisors', and 'Advising Teams' (which is highlighted). On the right, there are three input fields: 'Advising Team Name', 'Academic Plan', and 'Academic Prog'. Below these fields are three buttons: 'Search', 'Clear', and 'Add New Advising Team'. A red arrow points to the 'Add New Advising Team' button.

3. Enter the advising team information and select the team usage (if the team is also to be used for Salesforce Graduate Advisor portal cases in addition to the iPOS). Then, click **Save**.

The screenshot shows the 'Add Advising Team' modal form. It has a 'Cancel' button in the top left corner. The form contains four input fields: 'Team Name' (with the value 'maroon'), 'Team Email Address' (with the value 'maroon@asu.edu'), 'Team Phone Number' (with the value '480/965-1234'), and 'Team Usage' (a dropdown menu). At the bottom center is a 'Save' button. A red arrow points to the 'Save' button.

4. Enter the **Advising Team Name** and click **Search**. Then, select the team from the search results.

Contact Information

Assign iPOS Advisors

Advising Teams

Advising Team Name

maroon

Academic Plan

Academic Prog

Search

Clear

Add New Advising Team

5. Enter the **plan code**. If more than one plan code is assigned to the team, click the **plus (+)** icon to add rows for each plan.

6. Enter the advisors' **EMPL ID** numbers to add them to the team. Click the **plus (+)** icon to add additional rows for each advisor. **Note:** all listed advisors must be included in **Academic Plan Extensions** and have **iPOS access** for every plan code associated with that advising team. Then, click **Save**.

Team Usage

Assign iPOS Advisors & Graduate Advising Portal (Salesforce)

Advising Team Academic Plans

2 rows

| Academic Plan |                               |   |
|---------------|-------------------------------|---|
| TEABAGRCT     | Appl Behavior Analysis (Cert) | + |
| TESPEABAMA    | Spec Ed (App Bhv Analys)      | + |

Advising Team Members

3 rows

| Empl ID | Name |   |
|---------|------|---|
|         |      | + |
|         |      | + |
|         |      | + |

Return to Search

Save

### Assigning Students to Advising Teams

Follow the same process as **Assigning iPOS Advisors** above. Once changes are saved, the **Advising Team** content will be displayed on the iPOS and MyASU. All advisors on the team will be listed.

## In the iPOS:

- Welcome
- Profile
- Degree Requirements
- Dept Monitored Requirements
- Courses
- Advisors
- Staff Advisor**
- Faculty Committee
- Petitions
- Professional Development
- Approval/History
- Correspondence
- Summary/Submit

**Staff Advisor** ⓘ

Your staff advisor works with your program and is your primary point of contact for questions on a variety of topics including program curriculum, planning your course schedule, and how to complete your iPOS. The individual(s) listed below is your assigned advisor. Please use the listed contact information to reach your advisor if you have any questions regarding your program.

**Your Advising Team**

| Team Name  | Phone                                     | Email                                                        |
|------------|-------------------------------------------|--------------------------------------------------------------|
| MLFTC, ABA | <a href="tel:4808840174">480/884-0174</a> | <a href="mailto:ABAadvising@asu.edu">ABAadvising@asu.edu</a> |

| Name |
|------|
|      |
|      |
|      |
|      |
|      |
|      |

## On the student's My ASU:

**Academic Support Team**

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**Academic Advising**  
Degree requirements, graduation progress, and course registration. ^

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Your advising team: MLFTC, ABA

Phone: [\(480\) 884-0174](tel:4808840174)

Email: [ABAadvising@asu.edu](mailto:ABAadvising@asu.edu)

Your advisors: [Connect with your advisors](#)

If you have any questions or feedback regarding this process, please contact your appropriate Graduate Support Coordinator.