

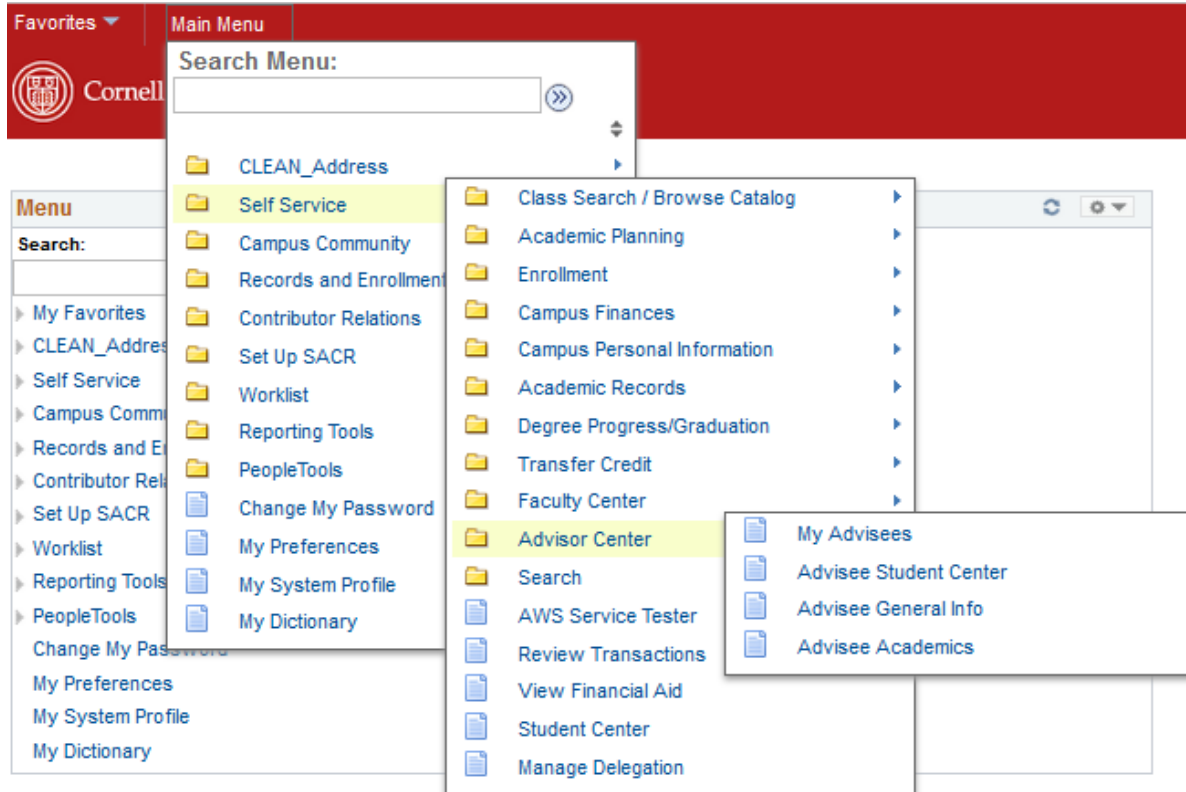
# Staff Guide to Accessing Advisor Center

## [Using The Breadcrumb Menu](#)

The main menu can now be found on the top of each page.

At the top of the page there are cascading menus. Use this to navigate PeopleSoft 9.2.

Under each main header there are folders and links. After selecting a folder or destination from the main menu drop down, new menus appear in the toolbar. The options with a paper icon indicate the end of the breadcrumb trail.



## [Find Advisee](#)

Using the Breadcrumb menu select, Main Menu> Self Service> Advisor Center> Advisee Student Center

From the Advisee Student Center page you can search for a student by 7-digit ID, name, or NetID.

Searching for a student brings you to the student center tab of advisor center. Use the my advisees, general info, and academics tabs along with the other academic drop down menu to access the advising tool.

