



DEEANN GRIEBEL
STUDENT SUCCESS CENTER

How to access your Advisee List

Through e-Services

1. Login to e-Services with your StarID and password
 - a. On the main SMSU website, click Menu in the upper left corner
 - b. Click on E-Services under the Services section (then mark this as a bookmark)
 - c. Login with your StarID and password
2. Make sure you are in Employee e-Services
 - a. If it says "Student e-Services" below the SMSU logo in the top left corner, then you need to switch to Employee e-Services
 - i. Below your TechID, click on "Switch to Employee e-Services"
 - b. If it says "MnSCU – Integrated Statewide Records System" in the top left corner, you're in the right spot
3. Under MnSCU – Integrated Statewide Records System, click "Faculty" to open the drop down menu
4. Click on Advisees
5. You can adjust the semester if needed, but I recommend leaving it as whatever defaults when you get to that screen
6. You can adjust the advisee type if needed based on what you need to do; overall will give you all your advisees and enrolled will give you those who are enrolled for that specific semester

Through SouthwestNet

1. Login to SouthwestNet with your StarID and password
 - a. On the main SMSU website, click Menu in the upper left-hand corner
 - b. Click on SouthwestNet under the "Resources" section (then mark this as a bookmark)
 - c. Login with your StarID and password
2. Click on the "Tools" tab along the top
3. Click "Advisee Email List"
 - a. This will show you all of your advisees who are registered for the current term only and their classification