



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