



How to get your list of advisee access codes

Once Registration & Records has generated the access codes:

- Go to the SMSU website (www.smsu.edu)
- Click on “Menu”
- Click on “E-Services”
- Login with your StarID & password
- Ensure that you are in Employee e-Services (should say Faculty in upper left-hand corner)
 - If it doesn’t, there’s the option to switch to Employee e-Services in the right-hand corner below your TechID
- Click “Faculty”, then select “Advisees”
- Select the term which you would like to get access codes for
- Select “Enrolled” for advisee type
- Click “Search”
- The current semester’s access codes will appear in the “Current Semester Access Code” column, and access codes for the upcoming semester will appear in the “Next Semester Access Code” column
 - Students that have NONE listed are either new first-year or transfer students or are not registered in the present semester

Please note at the far right side of this list you’ll be able to see your advisees’ DARS, contact information, and academic record.