## OVERVIEW

Designated advisors are added in SIS by a student (nobody else can add a designated advisor except the student or a system administrator). These advisors can see academic and personal information for the student in SIS, however they cannot be able to release holds. A designated advisor can be any staff or faculty member at the university.

Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.
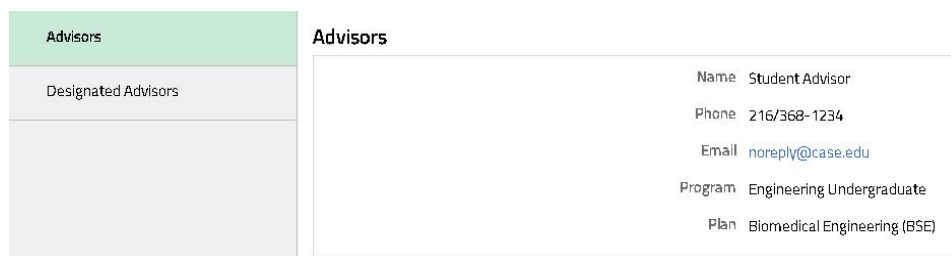
1. From **Student Home**, click the **Advisors** tile.

    Alternatively, from the **NavBar**, select Navigator > Academics > Advisors.
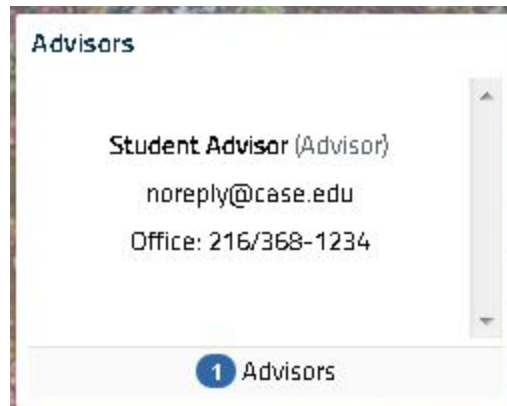
    The Advisor tile lists your advisor(s) including designated advisor(s).

2. Click the Designated Advisors menu item on the left.

3. Enter the CWRU Network ID of the advisor and click the "Add Designated Advisor ID" button.

A designated advisor is a staff or faculty member who will have view only access to your SIS information. This person will not be able to release advising holds but will have access to your academic and personal data.

To add a designated advisor, please enter his/her Case Network ID below in the ID field and follow the steps to save the changes. Once added, both of you will receive an email confirmation.

It is strongly encouraged that you have a discussion with the person you would like to have as a designated advisor prior to adding them in SIS.

CWRU Network ID (i.e. abc123) of Designated Advisor [   ] Add Designated Advisor ID

4. A confirmation message will appear. If it is the correct person, click the "Confirm & Save Designated Advisor" button. You and the designated advisor will receive an email confirmation.

5. To remove a designated advisor, click the remove button. You and the designated advisor will receive an email confirmation.

CWRU Network ID (i.e. abc123) of Designated Advisor [   ] Add Designated Advisor ID

Notify	Advisor Name	Advisor Role	Phone	
☐		Designated Advisor		Remove

Notify Selected Advisors   Notify All Advisors