

Designated Advisors

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 are not 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.

Add or Remove a Designated Advisor

1. From **Student Home**, click the **Advisors** tile. The Advisor tile lists your advisor(s) including designated advisor(s).
Alternatively, from the **NavBar**, select Menu > Academics > Advisors.
2. On the left, click **Designated Advisors**.
3. Enter the CWRU Network ID of the advisor and click the **Add Designated Advisor ID** button.
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, and then **OK** to confirm. You and the designated advisor will receive an email confirmation.