How to View and Notify Advisees

This guide will show you how to view and notify your advisees in ctcLink.

Directions

1. If you are not already on the Advisor Homepage, use the drop-down menu to navigate there.

![Advisor Homepage](image1)

2. Click the My Advisees tile.

![My Advisees](image2)

3. The My Advisees page will display.

![My Advisees Table](image3)
4. You have multiple options to notify advisees by email:
   - Use the email link for an individual student.
   - Use the check boxes in the **Notify** column and the drop-down menu from the 🎨 symbol.

![User interface showing Notify options](image)

5. Compose your message and send. The advisee emails will appear in the **BCC** box.

![User interface showing send notification](image)

6. You can also view and notify your advisees using the **ID Card** icon in the upper left corner.
7. The system will display your advisees in an ID card format. Each card shows the student’s name, ID, Advising Notes icon and email address.