# iSiS Faculty Self Service

## Advisor Center Notes

New notes functionality has been added to the Faculty Advisor Center to enhance the iSiS advising tool. The notes page can be used to document advising information regarding an advisee and can be viewed by other advisors. Notes do not have to be shared with the student, but the option is available.

1. Navigate to iSiS Faculty Self Service >Advisor Center> notes

   ![Image](image)

   **Note:** The first time you access the new notes feature, a FERPA reminder page opens listing important information to consider when entering advising notes. After reading the reminder, you will need to click the ‘I understand that notes added are subject to FERPA’ button to proceed. You will only see this FERPA reminder once.

2. Choose the advisee that you would like to enter a note on by selecting their name in the drop down list and then click on the **change** button.

   ![Image](image)
3. Click on the *Add a new note* hyperlink to open a new note page to enter a note on an advisee account.

   **Rowdy Rockstar**

   ![Image of Rowdy Rockstar interface with "Student/Advisor Notes" highlighted]

   **Jerry Hawk II**

   ![Image of Jerry Hawk II interface with "Shared with student" checkbox checked]

   **Note:** By default the Shared with student checkbox will be checked as well as the YES radio button which will send an email to the student and allow them to see the note you entered. To keep the note internal so only authorized...
4. Enter a subject for this note in the subject field.

5. Enter an advising comment regarding the advisee in the comment section. Remember that any note entered on a student’s account becomes part of a student’s permanent academic record at the University. The name and ID of the faculty/staff member entering the comment is attached to the note.
6. Once you have entered your comment, you may select the spell check icon 📝 to spell check your comments.

7. Once you have completed entering the note click on the Submit button to add the note to the student’s permanent record. You will be returned to the notes homepage. If you selected to share this note with the student and to email the student, both you and the student will receive an auto-generated e-mail.

8. All notes entered by faculty/staff will be able to be viewed by authorized faculty/staff and by the student if the ‘Shared with student’ checkbox is checked. To View all notes, click the View all link.
9. To edit a note that you have written, click on the hyperlink in the note box.

Note: Only the person who entered the note on the advisee’s account will be able to edit the note. The new note entered will override the previously entered note.

10. Congratulations! You have successfully utilized the new notes functionality in iSiS Faculty Self Service.

End of Procedure.