SENDING YOUR ADVISING FORM TO YOUR MAJOR ADVISOR

By
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**SPARTAN CONNECT**

- Logon to Spartan Connect. Spartan Connect can be accessed by going on to [One.SJSU.edu](http://One.SJSU.edu) and search for "Spartan Connect."

- Once you are in your home page, you can find your Success Team listed on the left hand side of the screen.
FIND YOUR ADVISOR ON SPARTAN CONNECT

Click on the Envelope icon right below your Major Advisor’s name
SEND A MESSAGE TO YOUR ADVISOR

- Type in “Spring 2023 registration advising” as the subject.
- Add the attachments as shown in the next slide.
ATTACH YOUR ADVISING FORM AND YOUR MYPLANNER REPORT

- Advising form should be named as: Lastname_Firstname_Spring2023advising
- Follow the instructions for generating MyPlanner Report as posted on the CEE Website
  https://www.sjsu.edu/cee/docs/MyPlannerReportInstructions_Jeyachandran.pdf
SENDING THE MESSAGE

- Once you are done attaching the documents, click on Send message.