Introduction to AdviseStream
A student’s guide to getting started
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AdviseStream

Log in using your NetID.

Welcome to AdviseStream!

Log in with NetID

or log in with AdviseStream email and password
Dashboard

This is the main dashboard where you can access all features in AdviseStream. Click the home button in the top navigation at any time to get back to the main dashboard.
Profile

Navigate to your Profile (under *Your Name > Profile*) in the top navigation. Review *General Information*, *Timeframe(s) & Degree(s)*, and *Background* tabs to make sure your data is correct. Data in your Profile is reflected from CAESAR. Your Profile populates your AdviseStream account and gives your adviser helpful background information.

If the information below is out of date or incorrect, please make the change in CAESAR to update it.

Find instructions on how to update your information in CAESAR [here](#).

Student information last updated from system of record 11-02-2016

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<thead>
<tr>
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<th>CURRENT ADDRESS</th>
</tr>
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<tbody>
<tr>
<td>John Doe</td>
<td>1165 N Clark Suite 700 Cook County Chicago Illinois 60610 United States 773-998-3461</td>
</tr>
<tr>
<td>PREFERRED NAME</td>
<td>PERMANENT ADDRESS</td>
</tr>
<tr>
<td>John</td>
<td>1165 N Clark Suite 700 Cook County Chicago Illinois 60610 United States 773-998-3461</td>
</tr>
<tr>
<td>INSTITUTION EMAIL</td>
<td>NET ID</td>
</tr>
<tr>
<td><a href="mailto:email@demo.edu">email@demo.edu</a></td>
<td>123456</td>
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</tr>
<tr>
<td>SEX</td>
<td>CELL PHONE</td>
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<tr>
<td>FEMALE</td>
<td>315-889-8778</td>
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</table>
Academics & Engagements Planner

Navigate to the Academics and Engagements (A&E) Planner under Prepare > Academics and Engagements Planner in the top navigation. This is the main timeline view of your A&E Planner.

Academics & Engagements Planner


GPA and Courses

Research

Expertise in Field

Leadership

Service to Others, Non-Medical

Diversity

GPA & Overall GPA

Northwestern University

Course List View

Guidance

Academics & Engagements

Course List View

 filters

all filters

Programs

Academics

Engagements

Status

Importance

Navigate to the Academics and Engagements (A&E) Planner under Prepare > Academics and Engagements Planner in the top navigation. This is the main timeline view of your A&E Planner.
Courses

Past and in-progress coursework, as well as your GPA, is populated from your institution’s system of record. Click the GPA filter on the side to see your GPA trend over time. Click on a course to open it and see more information.
Adding an Engagement

Select a category that best fits your co-curricular experience (research, expertise in field, leadership, service to others, diversity, life experience) and click on a blank space in the grid.
Adding an Engagement

Enter required fields.
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Calendar

Schedule an appointment with your adviser(s) from the calendar (under Connect > Calendar). Filter adviser availability with the “Calendars” filter in the left side navigation. Click on a colored block to view available appointment slots.
Choose an available appointment, select advising session topics, and click **Schedule**. Both you and your adviser will receive an email confirming the appointment.
Navigate to the **Search Appointments** tab for advanced appointment search options.

### Search Appointments (65)

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<td>205 West Randolph</td>
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</table>
Announcements

View announcements sent by your advising office under Connect > Announcements. RSVP to events by selecting yes or no and clicking submit. Stay tuned to these announcements, as they may contain important information from your advising office. You will receive a notification if your adviser sends an announcement through AdviseStream. You will also receive announcements to the email address associated with your AdviseStream account.

Back to School Events!

Hi All--We hope you are enjoying your Fall Break. There are a lot of prehealth events that will be happening in the next few weeks, so please stay tuned to these announcements!

Registration Info Session
Holmes Hall
04 April 2014
1:00-4:00pm
Don’t forget to bring your laptop!
Advising Resource Library

Your adviser can share files with you in the Advising Resource Library (under Connect > Advising Resource Library). You will receive a notification when files are shared. Click on a folder to open and download files.
Messages

Navigate to Messages (under connect > messages). Click compose to start a new message. In the “to” field, type to auto suggest your adviser’s name. All messages you send and receive in AdviseStream will also be sent to the email associated with your AdviseStream account. You can reply to AdviseStream messages from your email and they will be shown here.
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Getting Help
How to get help in AdviseStream

1. Get contextual Help
   On each page you will see a green button that says Show Help. Clicking this will expand the area to provide brief instructions. If you need more explanation, click Get More Help. This will direct you to the Help Center.

2. Go to the Help Center
   You can navigate to the Help Center at any time by hovering over your name in the top navigation. Here, you will see a link to the Help Center, with step-by-step feature instruction.

3. Contact Support
   For technical issues, use the gray Support button located on the lower right hand side of every page. This will send a message to the AdviseStream support team.