

## How to Send Email to a Student's Advisor from the Portal

This brief tutorial explains how to locate the name of a student's (CAPS) advisor from the Portal and send an email to that advisor.

1. Begin by logging into the portal. Then click on the **Faculty** tab.

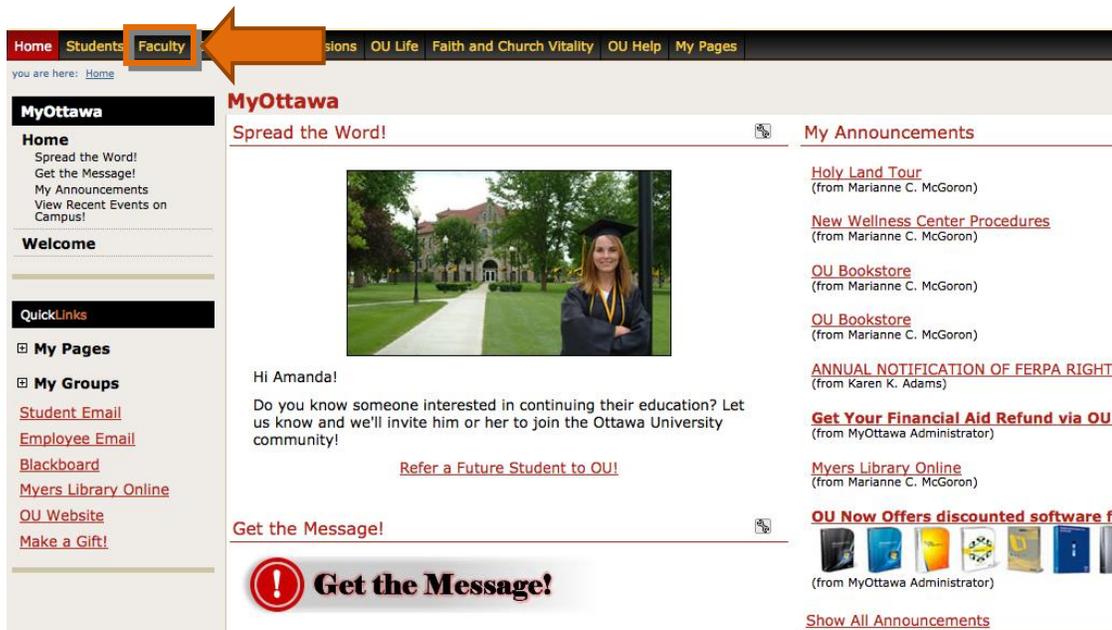


Image 1: The Faculty tab highlighted.

2. Locate your course list. On the right-hand side of the course name, there is a drop-down menu. Select **Class List**.

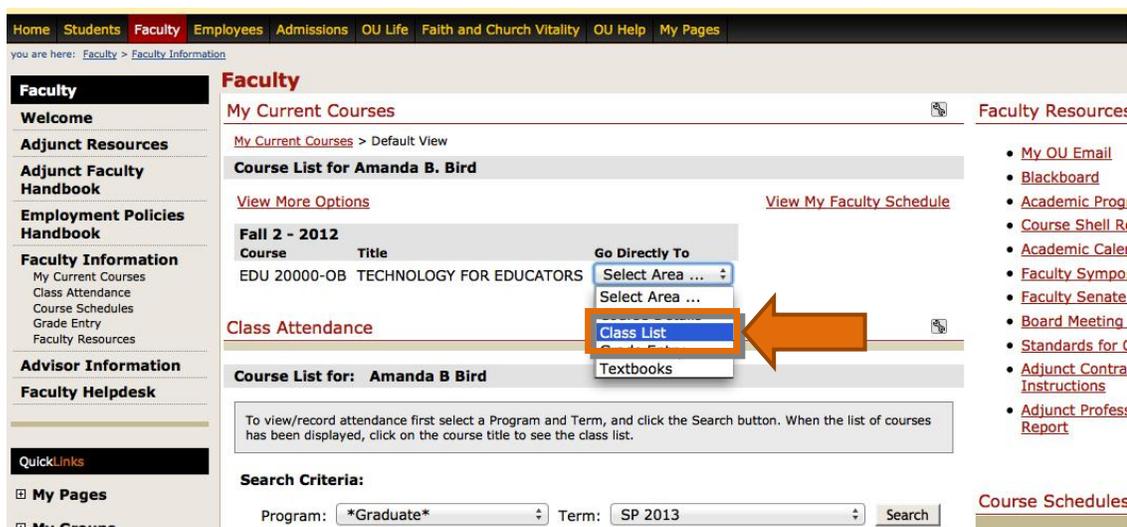


Image 2: The drop-down menu with Class List selected.

3. A list of all students enrolled in the class appears.

The screenshot shows the 'Faculty' portal interface. The main content area is titled 'My Current Courses - Class List' and displays details for course 'EDU 20000-OB | TECHNOLOGY FOR EDUCATORS'. Below the course details is a table listing 9 students. The table columns include FERPA Restrict, Student, Student ID, Status, Cross-listed Course, Credits, Major, Class, Program, and Advisors. The first student listed is Kiraly, Rebecca E., with an enrollment advisor role. The second student is Larsen, Dana K., with primary and support advisor roles.

Image 3: The class list.

4. The far-right column displays all of the student’s advisors (Financial, CAPS, Enrollment, etc). Click on the email icon next to an advisor’s name. This will launch an email option and allow you to contact the advisor.

This is a close-up of the 'Class List' table. The 'Advisors' column for the first student, Kiraly, Rebecca E., is highlighted with a red box. The text in this cell reads 'Kiraly, Rebecca E. - Enrollment Advisor'. An orange arrow points to the email icon next to her name. The table also shows other students and their respective advisors, such as Larsen, Dana K. (Primary CAPS Advisor) and Jaquez, Eric A. (Financial Advisor).

Image 4: An advisor’s name and the email icon highlighted.