To Access Advisor Assignment Screen in WISER

Log on to WISER (http://www.umb.edu/it/getting_services/wiser/)

Using the menu on the left-hand side, go to:

>Records & Enrollment
>Student Background Information
>Student Advisor

In the EMPL ID box, enter the student's 8-digit UMS #.

Select *Undergraduate* from the Academic Career dropdown menu

Click on the 'include history' box

Click **Search**

To Add First Advisor (for students who do NOT yet have an assigned advisor in WISER)

Follow above instructions to navigate to Advisor assignment screen

Enter UGRD in the Academic Career box

Enter LA-U in the Academic Program box

Click the magnifying glass next to Academic Plan;
click the Look Up button and select the student's Academic Plan (the student's major)

Enter the Faculty Advisor UMS # in the academic advisor box (or you can search by last and first name)

Click SAVE!

To Add Subsequent Advisor (for double majors or for students with additional advisors)

Follow previous instructions to navigate to Advisor assignment screen

Click on blue **+** to the right of *Academic Institution*
The advisor information will be copied over with a new Effective Date of today's date

Click the blue **+** to the right of *Advisor Number*

Enter UGRD in the Academic Career box

Enter LA-U in the Academic Program box

To enter the student's second major, click the magnifying glass next to Academic Plan

Click the Look Up button, then click the student's major (different from the one already listed for the first advisor)

Then enter the 8 digit UMS# of the faculty advisor in the academic advisor box (you can search by last and first name)

Click SAVE in the lower left hand corner; then click View All – you should now see all advisors.

To Change a Student's Advisor in WISER

(*** *CAUTION*** This function should be used when changing one faculty advisor to another within the department – contact Ana Frega (ana.frega@umb.edu) if you are unsure whether you should change or add a 2nd advisor)

Follow instructions to navigate to Advisor Assignment screen in WISER

Click on the **blue +** to the right of Academic Institution

A new block of data will be generated in which the Effective Date field will default to today's date and the advisor information already in the system will appear again – enter the new faculty advisor's UMS# in the Academic Advisor box

Click SAVE!