### View and Notify Advisors

Students are able to use Self Service to identify and contact their advisors. Within CUNYfirst, students may send a notification to their advisor.

**Note:** Parts of images may be obscured for security reasons.

<table>
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<th>Step</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the **Go** icon.  
  - From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Student Center**. If applicable, in the **Advisor** section your Advisor/s name/s display. Click the details link to notify your advisor/s. |
| 3.   | Select the **Notify** checkbox of each Advisor to contact.  
  **Note:** You may send a notification to one, any combination or all of your advisors at one time. |
| 4.   | Select the **Notify Selected Advisors** button. |
Enter the content of your correspondence in the **Message Text** box.

**Note:** *The sender also receives the notification.*

**Note:** *There is no functionality to send attachments.*

6. Click the **Send Notification** button.

7. The **Send Notification Result** page displays.

**End of Procedure.**