



Advisee List

Accessing Your Advisee List

1. Go to **my.purchase.edu**.
2. Click on **myHeliotrope** and login with your Purchase College ID and password.
3. Click **Faculty Services**.
4. Click **Advising Menu**.
5. Click **Term Selection** and select a term from the drop down menu.

Select Term

← | [Home](#) > [Faculty Services](#) > [Term Selection](#)

Select a Term:

6. Return to Advising Menu and click **Advisee Listing**.

Using Your Advisee List

Your Advisee List will show all of your advisees for a particular term. You can click on the student to view their contact information, or click the **View** links to the right to view their Student Information, Holds, and Test Scores. You can also use the **Email your advisees** link to send an email to your advising list.

Advisee Listing								
Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Arthur, Sarah H.	P00267642	Major Advisor		View				

Alternate PINs

The Alternate PIN is a unique 6-digit number assigned to the student, needed to access registration for that term. **You should provide your advisees with this number during your advising meeting with them.** Students will need to enter this number to register for courses during the first day of their registration period. After that first day, they should longer need to enter the PIN and the PIN will be erased from the Advisee List. If there is no Alternate PIN provided in the Advisee List, the student will not need to enter a PIN to access registration.

