my Heliotrope User Guide

Advisee List

Accessing Your Advisee List

- 1. Go to purchase.edu/faculty-and-staff/
- 2. Go to Academics
- 3. Go to MyHeliotrope and login with your Purchase College ID and password
- 4. Go to Faculty Services
- 5. Go to Advisee Listing/Student Profiles

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Class List		S Grant Credit Overload	- L
Course Search		Senior Project Portal	- L
Faculty Detail Schedule		Starfish	- L
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Searching for Advisees

Select the term you are advising for from the Term dropdown menu.

To view the full list of advisees assigned to you, click **View My Advisee Listing** at the bottom of the search box.

To search for a specific student, use the radio button to search via Student ID, Student Email, or Student Name, then enter your search parameters. If searching by ID or email, enter the full ID or email address, then click outside the field. If searching by name, begin typing the student's name then select the correct student from the resulting dropdown menu. Then, click **View Profile**.

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Advisee Search

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iew advisee listing, or search	by		
Student ID			
Student Email			
Student Name			
ident ID			

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 full student profile. You can also use the **Email All** link to send an email to your advising list.

Spring 2025									🖾 Email All	Y 1	Filter 🔻							
	Name and ID	*	Program \$	Primary Major	\$	Academic Standing	٥	Student Status	\$	Student Type 🗘	2	Advisor Holds	¢	Primary Advisor 🗘	Advi	sor Type 🛛 🗘	C	ampus
2	Pool 24992 View Profile	8	Undergraduate Non Degree	Visiting Student		Good Standing		Active		Non-Degree				~	Major Advisor			
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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. If there is no Alternate PIN provided in the Advisee List, the student will not need to enter a PIN to access registration.

Alternate PINs for your advisees can only be found in Starfish. To access Starfish, go to <u>https://www.purchase.edu/faculty-and-staff/</u>, select Academics, then select Starfish. The following page contains instructions for viewing your advisees' PINs in Starfish.

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Advisee List

Viewing Your Advisees' Alternate PINs in Starfish

- 1. Log in to Starfish using your Purchase credentials
- 2. Click on the three lines in upper left corner





- 4. You will see all students that you have a relationship with (students in classes or your advisees)
- 5. To filter for your advisees, use the Search navigation bar in the middle of the screen and choose "connection" and "major advisor"

Connection		•
Major Advisor	~	

- 6. Click on the student's name
- 7. The Alternate PIN will display in the Student Information listing under the Degree Progress Report link

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