HOW TO ACCESS ADVISING NOTES

1. Navigate to your Student Center at https://my.maricopa.edu
2. Log in using your MEID and password
3. Click the “Academic Progress” tile

4. The screen will default to “My Advising Notes”

<table>
<thead>
<tr>
<th>View Note</th>
<th>Subject</th>
<th>Category / Subcategory</th>
<th>Created By / Assigned To</th>
<th>Institution</th>
<th>Status / Action Item</th>
<th>Created On / Last Updated</th>
<th>Update Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>STEM Advisor</td>
<td>Educational Plan</td>
<td>Estrella Mountain COMM College</td>
<td>Open</td>
<td>08/01/2021</td>
<td>None</td>
<td>08/10/2021</td>
</tr>
</tbody>
</table>

5. Click the “View Note” icon to see the information that your advisor left for you.
6. At the bottom, click on the attachment to download any documents your advisor uploaded for you.

**This is where you will find your education plans, check sheets, and graduation applications.**

7. You can respond to a note that your advisor left you by clicking the blue “Update Note” button at the top right side of your screen.

8. Then click the “+” icon on the left to write a message to your advisor in the pop-up window and click “Apply.”

9. That will load and you can click the blue “Submit” box to send your note directly to your advisor within the threaded conversation.

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