



# SENDING YOUR ADVISING FORM TO YOUR MAJOR ADVISOR

By  
Dr. Jeyachandran  
10/03/2022

# SPARTAN CONNECT

- Logon to Spartan Connect. Spartan Connect can be accessed by going on to [One.SJSU.edu](https://one.sjsu.edu) and search for "Spartan Connect."
- Once you are in your home page, you can find your Success Team listed on the left hand side of the screen.

# FIND YOUR ADVISOR ON SPARTAN CONNECT

Click on the  
Envelope icon right  
below your Major  
Advisor's name

### Your Success Team

-  **., Engineering Student Success Center**  
Academic Student Success Center  

-  **Jeyachandran, Indumathi**  
Major Advisor  

-  **Masegian, Kelly**  
Career Center Counselor  

-  **Sullivan-Green, Laura**  
Department Chair  


# SEND A MESSAGE TO YOUR ADVISOR

SEND A MESSAGE TO INDUMATHI JEYACHANDRAN

Send E-mail

To: Indumathi Jeyachandran

Subject:

Message:

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**Help: Fields Available When Sending Emails**

**{recipient\_name}**  
Inserts the first name and last name of the recipient

**{recipient\_first\_name}**  
Inserts the recipient's first name

**{recipient\_last\_name}**  
Inserts the recipient's last name

**{personal\_availability\_link}**  
Insert your personal availability link

**Add Attachment:**

Browse... No file selected.

Send Additional E-mail Notifications To:

Cancel Send Message

- Type in “Spring 2023 registration advising” as the subject.
- Add the attachments as shown in the next slide.

# ATTACH YOUR ADVISING FORM AND YOUR MYPLANNER REPORT

- Advising form should be named as: Lastname\_Firstname\_Spring2023advising
- Follow the instructions for generating MyPlanner Report as posted on the CEE Website  
[https://www.sjsu.edu/cee/docs/MyPlannerReportInstructions\\_Jeyachandran.pdf](https://www.sjsu.edu/cee/docs/MyPlannerReportInstructions_Jeyachandran.pdf)

# SENDING THE MESSAGE

- Once you are done attaching the documents, click on Send message.

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To: Indumathi jeyachandran

Subject:

Message:

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