How to view/email your advisees in Banner Self Service


2. Click on the Hamburger icon at the top of the page.

3. Select the PiratePort link.

4. Log into Pirate Port with your Pirate ID and Passphrase.

5. Click Banner Self Service Card
6. Click the **Faculty and Advisors** link.

7. Click the **Advisee Information Menu** link.

8. Click **Advisee Listing** link.

9. Select a term from the **Select a Term pull down menu** and click the submit button.

10. Advisee Listing will show all advisees assigned to you.

   **NOTE:** If your advisee listing is incorrect (contains students that are no longer your advisees or you have advisees that are missing), please contact your department to have the list updated. All advisor assignments are made in Banner.

11. Functions of the Advisee listing menu include: Student name, Banner ID, Advisor Type (can have more than one), Registration Pin number (listed under Alternate PIN), Student Information (including Enrollment date, status, Residency, Advisor, student type, curriculum information, student schedule, contact information), Hold tags, and Transcript (unofficial transcript and Total hours by semester and overall record). Please note that Degree Evaluation link is no longer accessible. To view a students Degree Audit please review your student in Degree Works.
To Email an individual student:

You can email individual students by selecting the ✉️ by each active students name.

To Email your complete advisee list:

Scroll to the bottom of the page and select Email your advisees ✉️ to email your complete advisee list. This function will put all email addresses in the blind copy listing and will enable you to send detailed email with attachments.