

How to use SGAADVR - Multiple Advisors

SGAADVR in Banner is used to view or add supervisors/RPS members/Exam Committees for a particular student.

Please note that Schools should use the Research Student Management (RSM) system when setting up admissions with supervisor/RSP information and/or updating RSPs (for Graduate Research students). This interface will update SGAADVR as appropriate. If you cannot access this system, then please contact grb@ucd.ie

- Log into Banner.
- Type **SGAADVR** into the Welcome field and click (or hit the return key).
Tip! Click the star to save it as a Favourite.
- Enter the **Student ID** and **Term Code** that you need, and press **Go**.
Tip! To search for information, click on the three dots beside the field in question.
- Once you enter the required information you will be brought to the Advisor Information section.



The screenshot shows the 'Welcome' section of the Banner system. It features a search bar with 'sgaadvr' entered. Below the search bar, a dropdown menu is open, showing 'Multiple Advisors (SGAADVR)' with a blue star icon to its right, indicating it can be saved as a favorite. There are also 'Search' and 'Direct Navigation' radio buttons above the search bar.



The screenshot shows the search interface in Banner. The browser title bar indicates 'Multiple Advisors SGAADVR 9.3.13 (USIS)'. Below the title bar, there are two input fields: 'ID: 12345678' and 'Term: 202300'. Both fields have three dots to their right, indicating a search function. A 'Go' button is located to the right of the Term field.

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- Click into a blank **ID field** and enter the ID Number* for the adviser in question. Use Insert on the toolbar to create a new row if necessary.
- Tab across and enter the other details as required.
- **Press F10 or Save** (bottom right of screen).
- If you need to enter another Adviser, click on **Insert** to create a new entry.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
P00000...	User, Test	COEC	Chair of Examination Committee	<input checked="" type="checkbox"/>

- *If you need to check for an ID Number, click on the three dots beside the ID field.
- This will bring you to **Faculty/Advisor Query SIAIQRY** screen.
- Press **Go** to get to the **ID search** screen.
- Put in your search criteria (such as name) and press **Go** to return the information you need.
- Use **Filter Again** if you want to refine your search.
- Double click on the ID number and this will add the person to the Advisor Information screen.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
P00...	User, Test	COEC	Chair of Examination Committee	<input checked="" type="checkbox"/>

Term: 200300 ... Faculty:
Advisor: Category: ...
Staff Type: ... Contract Type: ...
Tenure Status: ... Status: ...

Basic Filter Advanced Filter
ID: P% Last Name: User First Name: Test Middle Name: ...
College: ... Add Another Field ...
Clear All Go