

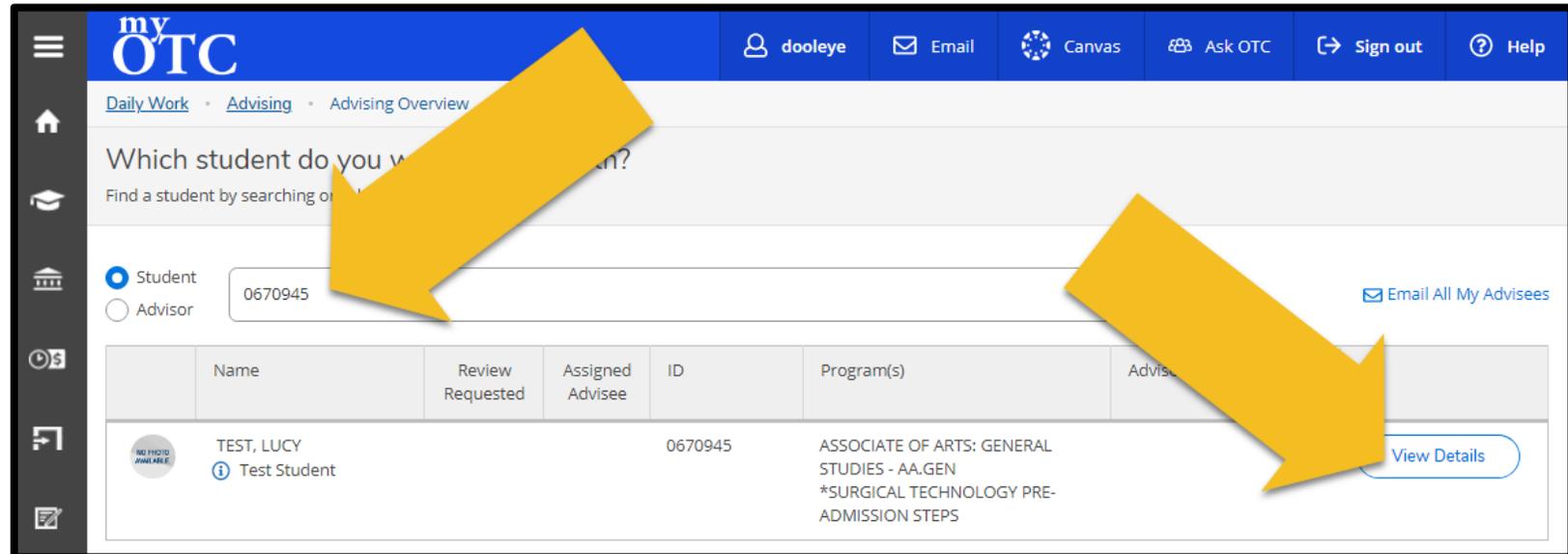
# Enter Advising Notes

1. Go to **my.OTC.edu**
2. Expand menu on left
3. Select **Daily Work**
4. Select **Advising**
5. Select **Advising Overview**

The screenshot shows the my.OTC.edu dashboard. The top navigation bar includes the my.OTC logo, a user profile icon, and links for Email, Canvas, Ask OTC, Sign out, and Help. The main content area displays a welcome message: "Hi, Erin! You've arrived at myOTC!". Below this is a "Notifications" section with a table containing one notification: "ATTENTION STUDENTS! You must sign up for a payment plan on the same day you register for classes or you will be disenrolled." The dashboard is divided into several functional tiles: "Student Planning", "Find Classes", "Graduation", "Transcript Requests", "Enrollment Verifications", and "Student Accounts". On the left, a dark navigation menu is expanded, showing options like Home, Academics, Financial Information, Employment, Getting Started, Helpful Resources, Daily Work, Advising, and Student Accounts Admin. A yellow arrow points from the "Daily Work" menu item to the "Advising" sub-menu, which is further expanded to show "Advising Overview" and "Release Student to Register".

# Enter Advising Notes

6. Enter **Student ID** or **Name** and search
7. Locate correct student in search results and select **View Details**

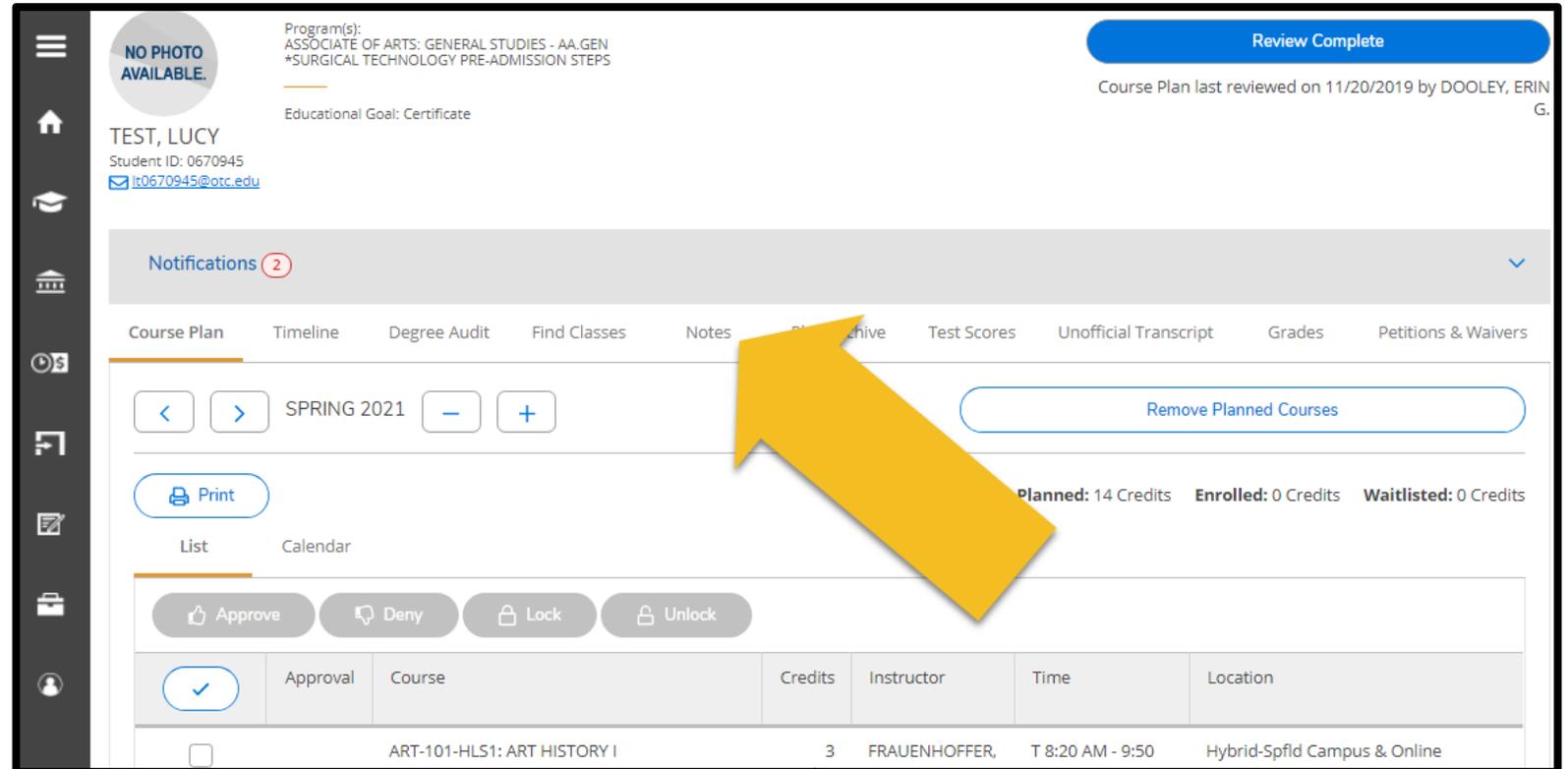


The screenshot shows the 'myOTC' web application interface. The top navigation bar includes the user 'dooleye', 'Email', 'Canvas', 'Ask OTC', 'Sign out', and 'Help'. The main content area is titled 'Advising' and contains a search prompt: 'Which student do you want to advise?' and 'Find a student by searching on'. Below this is a search form with a radio button selected for 'Student' and the ID '0670945' entered. A yellow arrow points to the search input field. To the right of the search form is a link 'Email All My Advisees'. Below the search form is a table with columns: Name, Review Requested, Assigned Advisee, ID, Program(s), and Advisee. The table contains one row for 'TEST, LUCY' with ID '0670945' and programs 'ASSOCIATE OF ARTS: GENERAL STUDIES - AA.GEN' and '\*SURGICAL TECHNOLOGY PRE-ADMISSION STEPS'. A yellow arrow points to the 'View Details' button at the end of the row.

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisee
TEST, LUCY Test Student			0670945	ASSOCIATE OF ARTS: GENERAL STUDIES - AA.GEN *SURGICAL TECHNOLOGY PRE-ADMISSION STEPS	<a href="#">View Details</a>

# Enter Advising Notes

8. Select **Notes** tab



The screenshot shows a student's advising page. At the top, there is a navigation bar with tabs: Course Plan, Timeline, Degree Audit, Find Classes, Notes, Archived, Test Scores, Unofficial Transcript, Grades, and Petitions & Waivers. A yellow arrow points to the 'Notes' tab. The page also displays student information, program details, and a table of planned courses.

Program(s): ASSOCIATE OF ARTS: GENERAL STUDIES - AA.GEN  
\*SURGICAL TECHNOLOGY PRE-ADMISSION STEPS

Educational Goal: Certificate

TEST, LUCY  
Student ID: 0670945  
✉ lt0670945@otc.edu

Review Complete  
Course Plan last reviewed on 11/20/2019 by DOOLEY, ERIN G.

Notifications 2

Course Plan Timeline Degree Audit Find Classes **Notes** Archived Test Scores Unofficial Transcript Grades Petitions & Waivers

< > SPRING 2021 - + Remove Planned Courses

Print

List Calendar

Approve Deny Lock Unlock

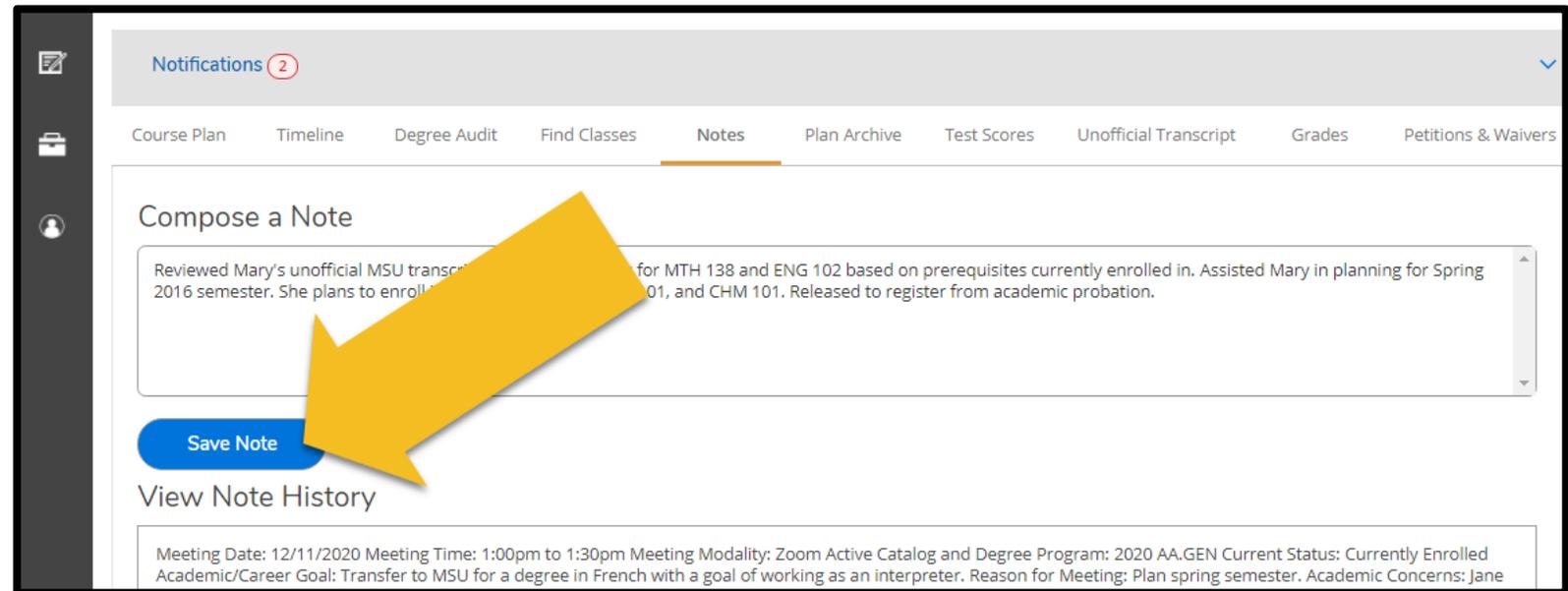
Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	ART-101-HLS1: ART HISTORY I	3	FRAUENHOFFER,	T 8:20 AM - 9:50	Hybrid-Spfld Campus & Online

# Enter Advising Notes

9. Enter note in text box
10. Select **Save Note**
11. Confirm note saved

## HELPFUL HINT:

Compose your note in a word editor before pasting into myOTC. If myOTC times out before saving your note, you won't lose your progress.



The screenshot shows the 'Compose a Note' interface in the myOTC system. At the top, there is a 'Notifications' header with a red circle containing the number '2'. Below this is a navigation menu with options: Course Plan, Timeline, Degree Audit, Find Classes, Notes (highlighted), Plan Archive, Test Scores, Unofficial Transcript, Grades, and Petitions & Waivers. The main content area is titled 'Compose a Note' and contains a text box with the following text: 'Reviewed Mary's unofficial MSU transcript for MTH 138 and ENG 102 based on prerequisites currently enrolled in. Assisted Mary in planning for Spring 2016 semester. She plans to enroll in MTH 101, and CHM 101. Released to register from academic probation.' Below the text box is a blue 'Save Note' button, which is highlighted by a large yellow arrow. Underneath the button is a 'View Note History' section with a text box containing meeting details: 'Meeting Date: 12/11/2020 Meeting Time: 1:00pm to 1:30pm Meeting Modality: Zoom Active Catalog and Degree Program: 2020 AA.GEN Current Status: Currently Enrolled Academic/Career Goal: Transfer to MSU for a degree in French with a goal of working as an interpreter. Reason for Meeting: Plan spring semester. Academic Concerns: Jane'.