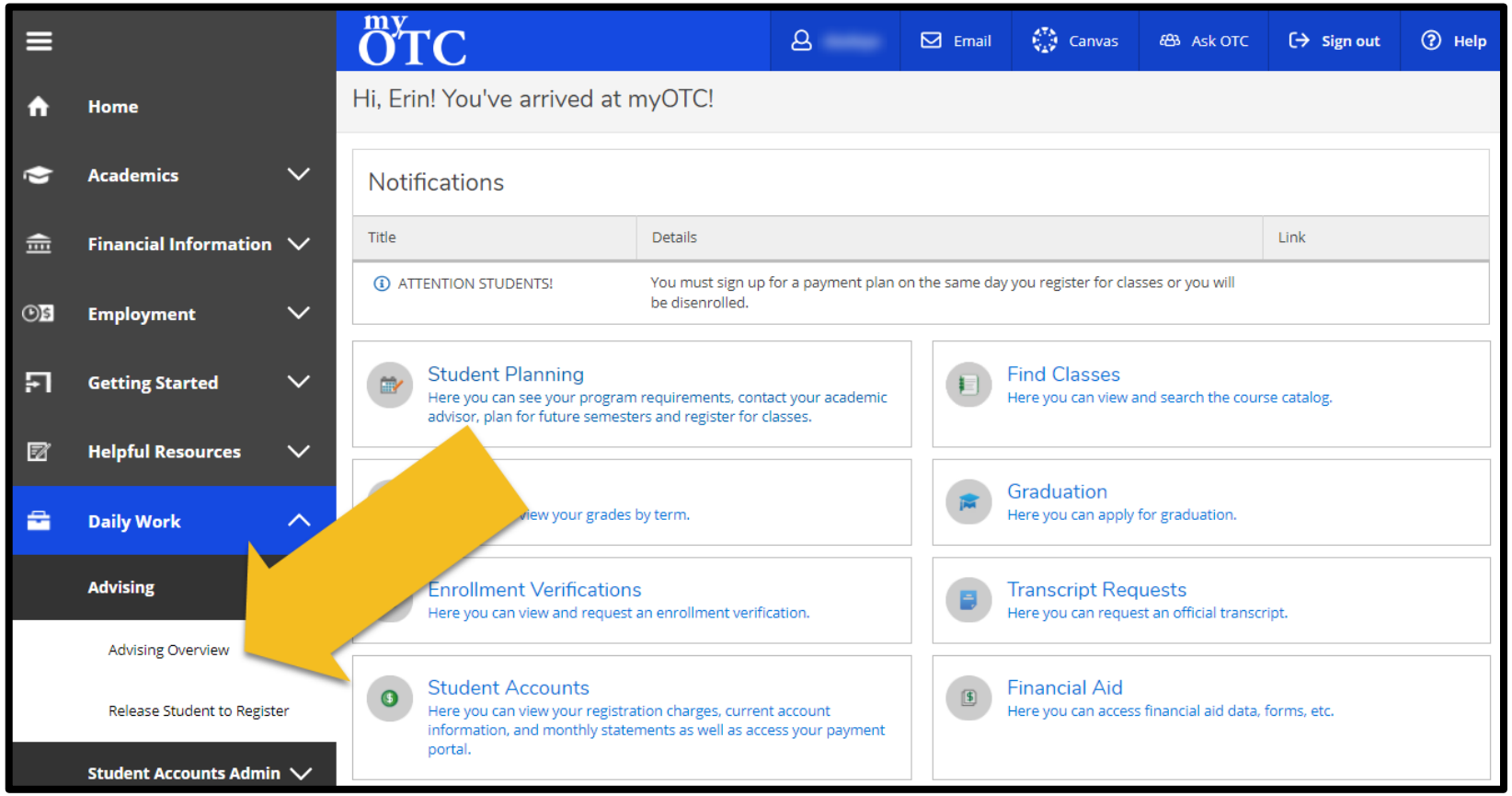
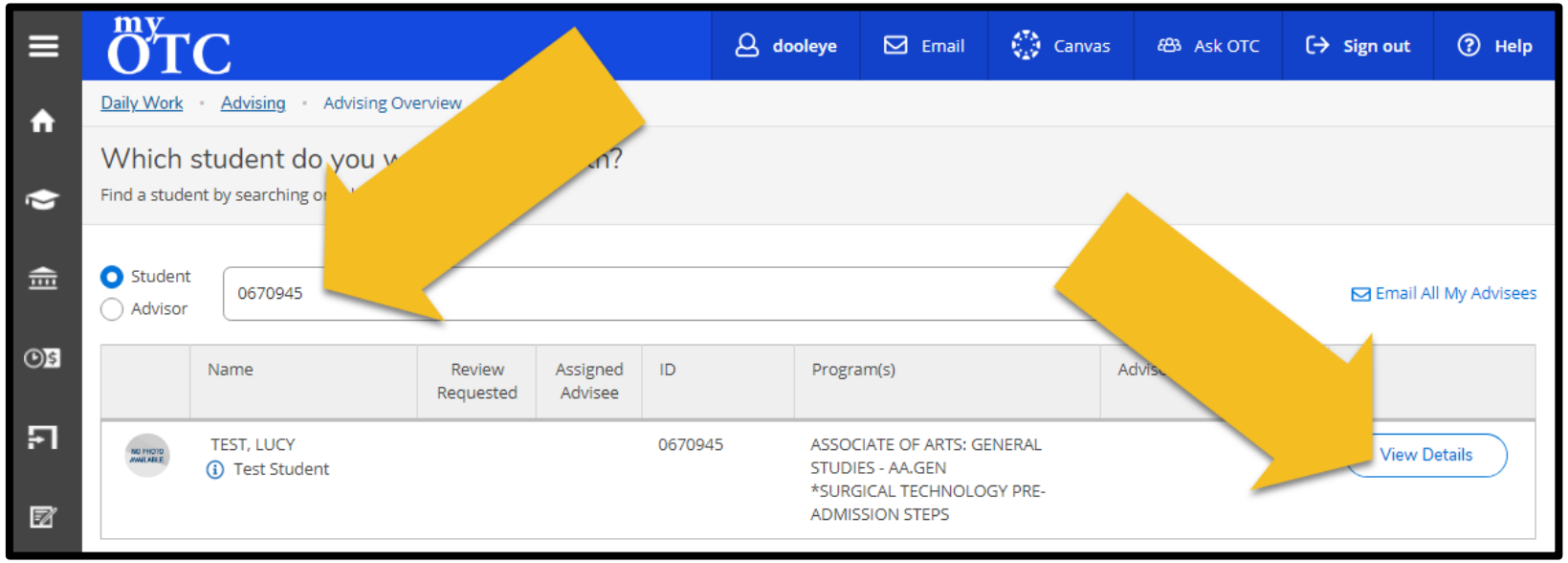
Enter Advising Notes

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



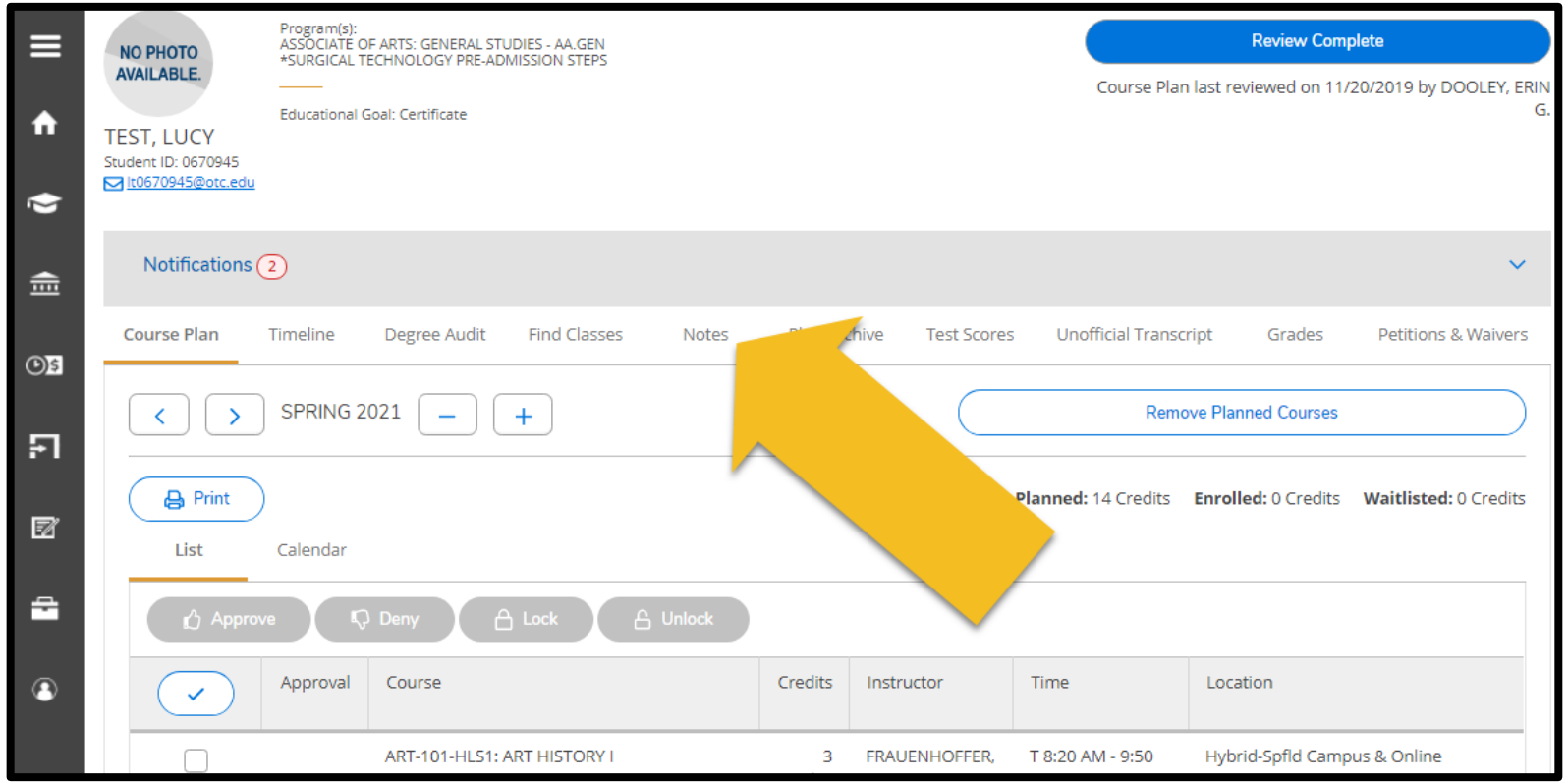
Enter Advising Notes

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

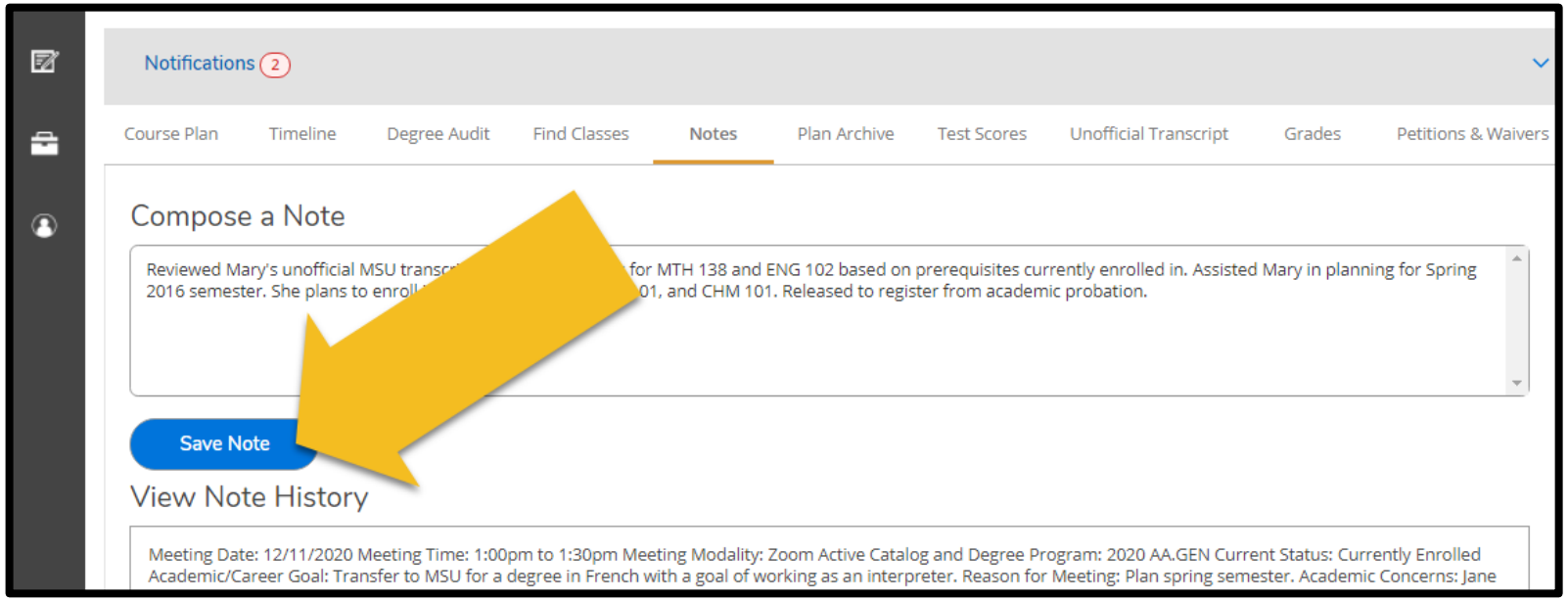


Enter Advising Notes

8. Select **Notes** tab



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.