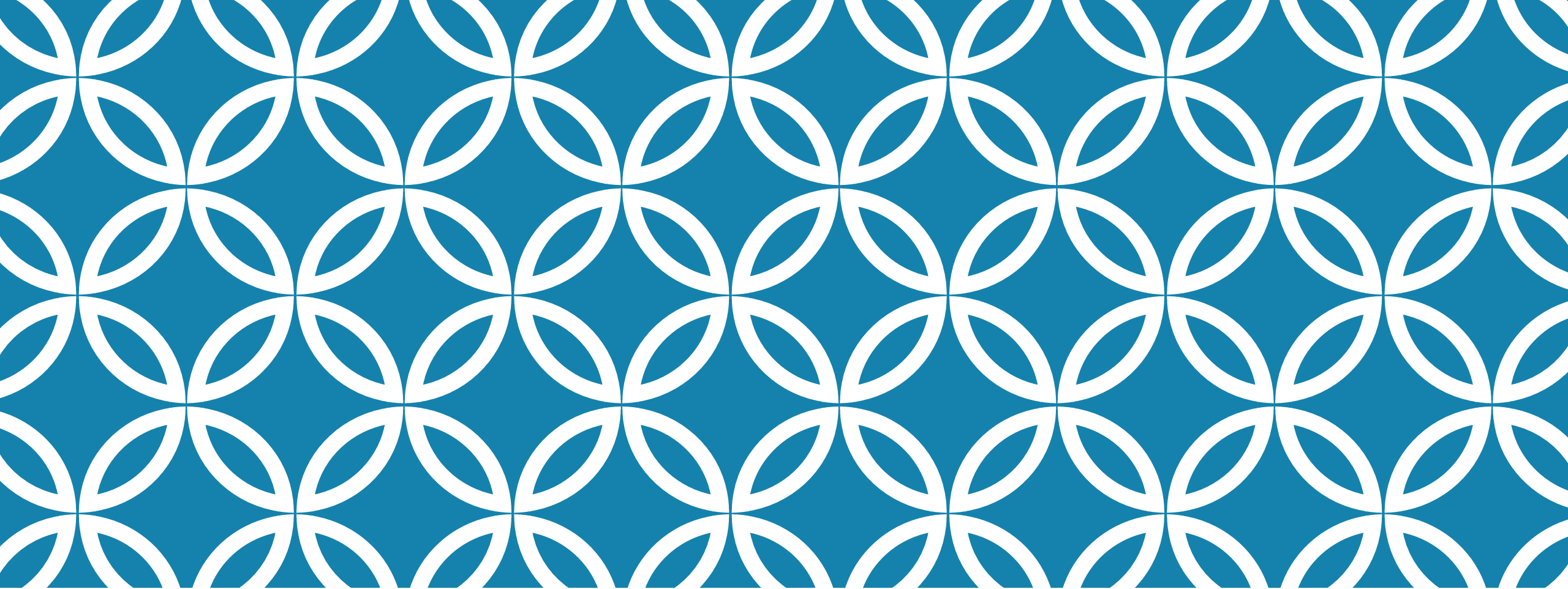




**SENDING YOUR ADVISING FORM TO
YOUR MAJOR ADVISOR**



SPARTAN CONNECT

- Logon to Spartan Connect. Spartan Connect can be accessed by going on to 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


- Type in “Spring 2027 registration advising” as the subject.
- Add the attachments as shown in the next slide.

SEND A MESSAGE TO YOUR ADVISOR

ATTACH YOUR ADVISING FORM AND YOUR MYPLANNER REPORT

- Advising form should be named as: Lastname_Firstname_Spring2027advising
- Follow the instructions for generating MyPlanner Report as posted on the CEE Website
https://www.sjsu.edu/cee/docs/MyPlannerReportInstructions_Jeyachandran.pdf

SENDING THE MESSAGE

- Once you are done attaching the

documents, click on Send message.

SEND A MESSAGE TO INDUMATHI JEYACHANDRAN

Send E-mail

To: Indumathi jeyachandran

Subject:

Message:

B I [Link icon] Paragraph ▾ ⋮

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