**Editing an Advisor Note Item**

This guide will cover:

- How to complete the process of editing an existing advisor note item.
- **Note:** Items can only be edited by those with proper permissions.

**Step One**

Navigate to the following breadcrumb:

```
Main Menu ›› Campus Solutions ›› Records and Enrollment ›› Student Background Information ›› Advising Notes
```

OR

```
Main Menu ›› Campus Solutions ›› Academic Advisement ›› Student Advisement ›› Advising Notes
```

**Step Two**

Enter any information for the student in the Search Criteria. Entering more information will help narrow down the search results to a single specific student.

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**Note:** The Empl ID field is a Catalyst generated ID for each individual that has been entered into Catalyst. This ID is **NOT** equivalent to the Student ID or M#. The M# can be entered into the Campus ID field. In order to find a student's Empl ID on any given Catalyst page, click on the triangle icon located in the upper right corner of every page and select ID Lookout. Enter the student's M# and the Empl ID will be provided. It can then be copied and pasted into the Empl ID field on the search page.
This Advising Notes component page could be used for the purpose of viewing notes. This is the only page that a note can be edited in the system. If you are using this page for the purpose of editing a note item, be sure the **Correct History** checkbox is selected then click the **Search** button.

**Step Three**

Locate the note you wish to edit and click the hyperlink to it. There may be multiple rows displaying for one note. The date and note ID will help with selecting the note.
Step Four

Click the **Edit** link next to the note item you wish to edit and make any necessary changes. To delete the note item, click the **delete row (-)** button. You may also add note items, action items and attachments on this page as necessary.

![Advising Notes](image)

Step Five

Once all changes have been made, click the **Save** button.

You have now completed the steps for editing an advisor note item.