

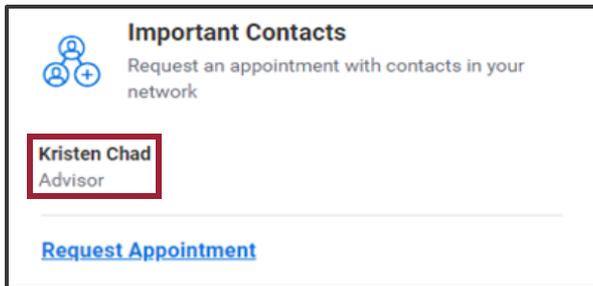
This quick reference guide (QRG) provides instructions on how to view your academic advisor in Workday.

To view your academic advisor, complete the following steps.

VIEW YOUR ACADEMIC ADVISOR

From the Workday Home page:

1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.
3. Locate your assigned academic advisor in the **Important Contacts** section.



Note: If you do not see an academic advisor in your important contacts please contact your institution's academic advising office for assistance.

MY SUPPORT NETWORK

You can also locate your advisor and access their contact information from the **My Support Network** page. To access your support network from the Workday Home page:

1. Click the **Global Navigation Menu**.
2. Select **Student Resources**.
3. Under **Common Tasks** select **View My Support Network**.



4. Workday will display everyone in your **Support Network** with information including their **Role**, a **Photo** of them if available, **Person** (their name), and any **Public Contact Information** they have available.

Role	Photo	Person	Public Work Email
Advisor		Kristen Chad	kchad@uaptc.edu