

# SENDING YOUR ADVISING FORM TO YOUR MAJOR ADVISOR

By

Dr. Jeyachandran  
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# SPARTAN CONNECT

- Logon to Spartan Connect. Spartan Connect can be accessed by going on to [One.SJSU.edu](https://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.

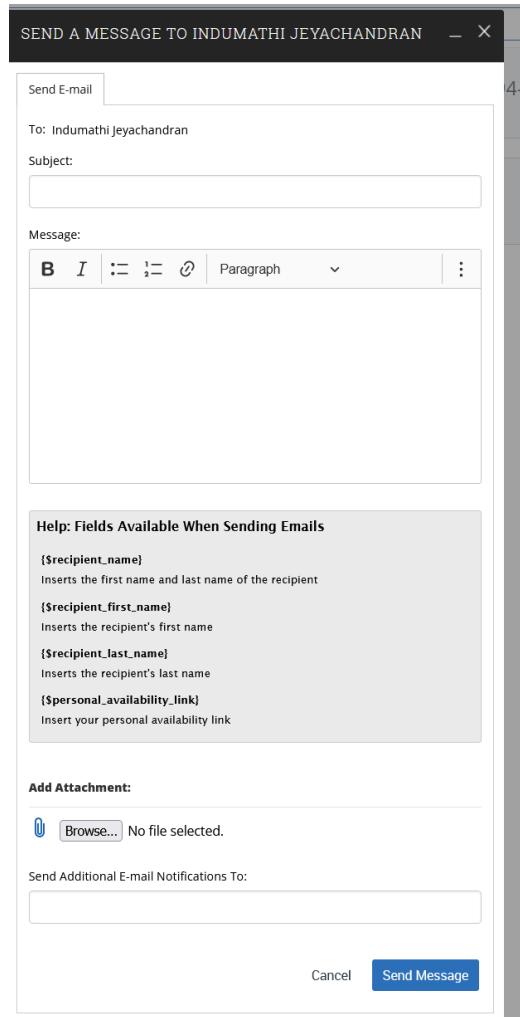
# FIND YOUR ADVISOR ON SPARTAN CONNECT

Click on the  
Envelope icon right  
below your Major  
Advisor's name

Your Success Team

	<b>.., Engineering Student Success Center</b> Academic Student Success Center
	
	<b>Jeyachandran, Indumathi</b> Major Advisor
	
	<b>Masegian, Kelly</b> Career Center Counselor
	
	<b>Sullivan-Green, Laura</b> Department Chair
	

# SEND A MESSAGE TO YOUR ADVISOR



- Type in “Fall 2026 registration advising” as the subject.
- Add the attachments as shown in the next slide.

# ATTACH YOUR ADVISING FORM AND YOUR MYPLANNER REPORT

- Advising form should be named as: Lastname\_Firstname\_Fall2026advising
- Follow the instructions for generating MyPlanner Report as posted on the CEE Website

[https://www.sjsu.edu/cee/docs/MyPlannerReportInstructions\\_Jeyachandran.pdf](https://www.sjsu.edu/cee/docs/MyPlannerReportInstructions_Jeyachandran.pdf)

# SENDING THE MESSAGE

- Once you are done attaching the documents, click on Send message.

