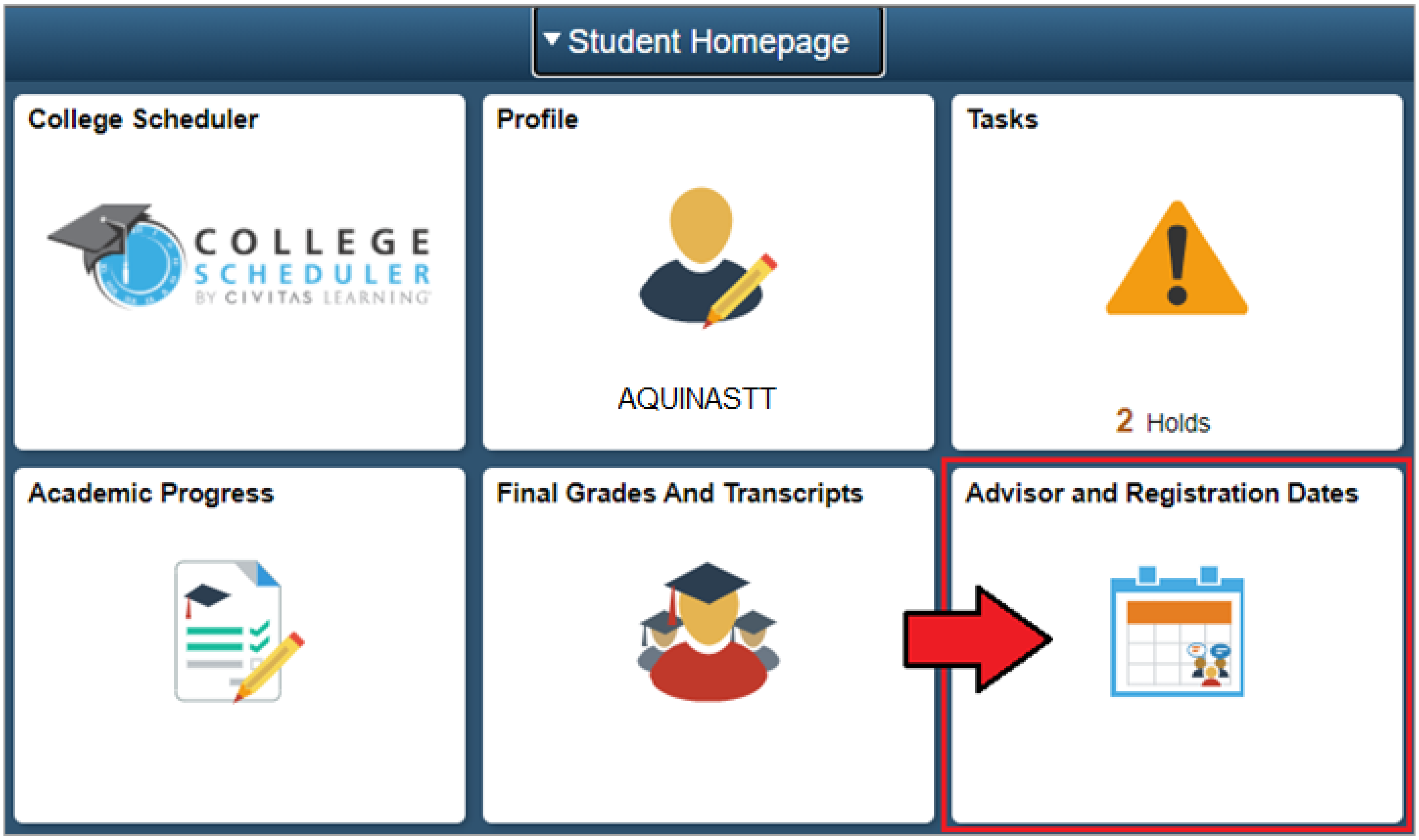
# Advising Notes for Students

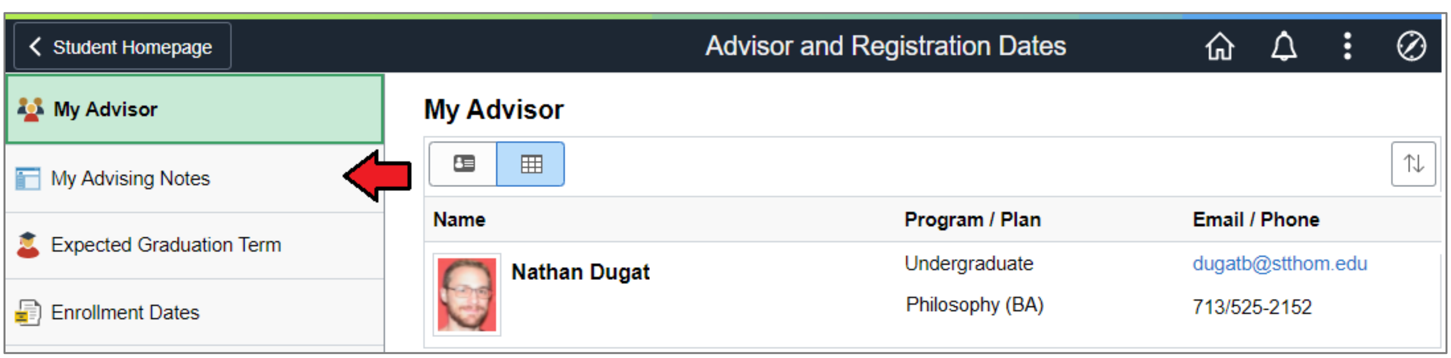
## What are Advising Notes, and how do I use them?

Beginning this semester, advisors will be able to send communications to you directly through your myStThom account. This feature is called **Advisor Notes**, and they can be accessed following the instructions below.

Click *Advisor and Registration Dates*:

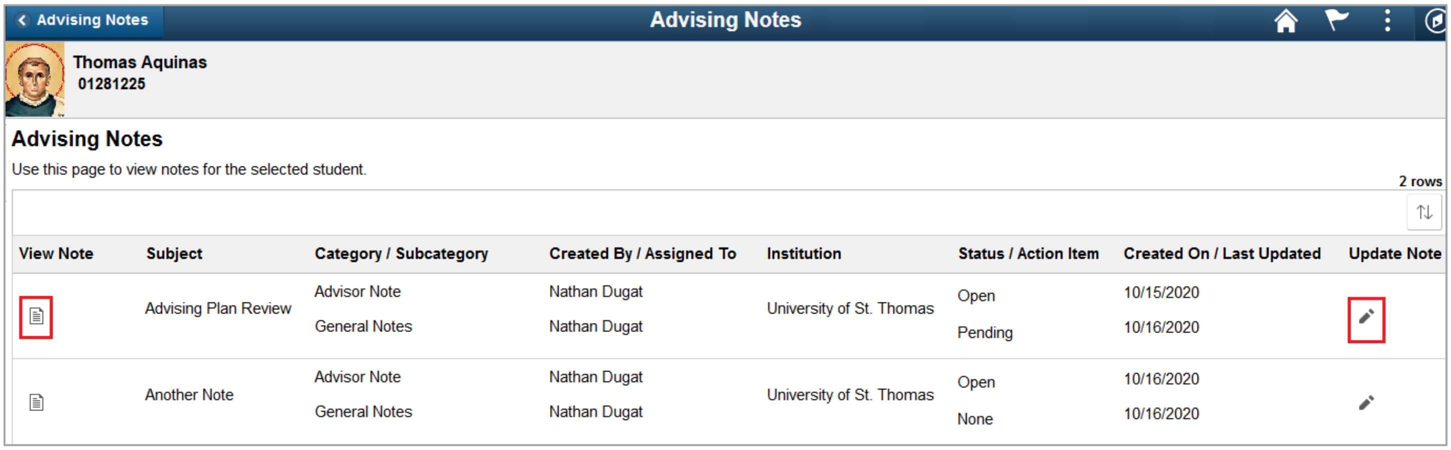



This page will open up to the *My Advisor* link. On the left menu, click *My Advising Notes*.

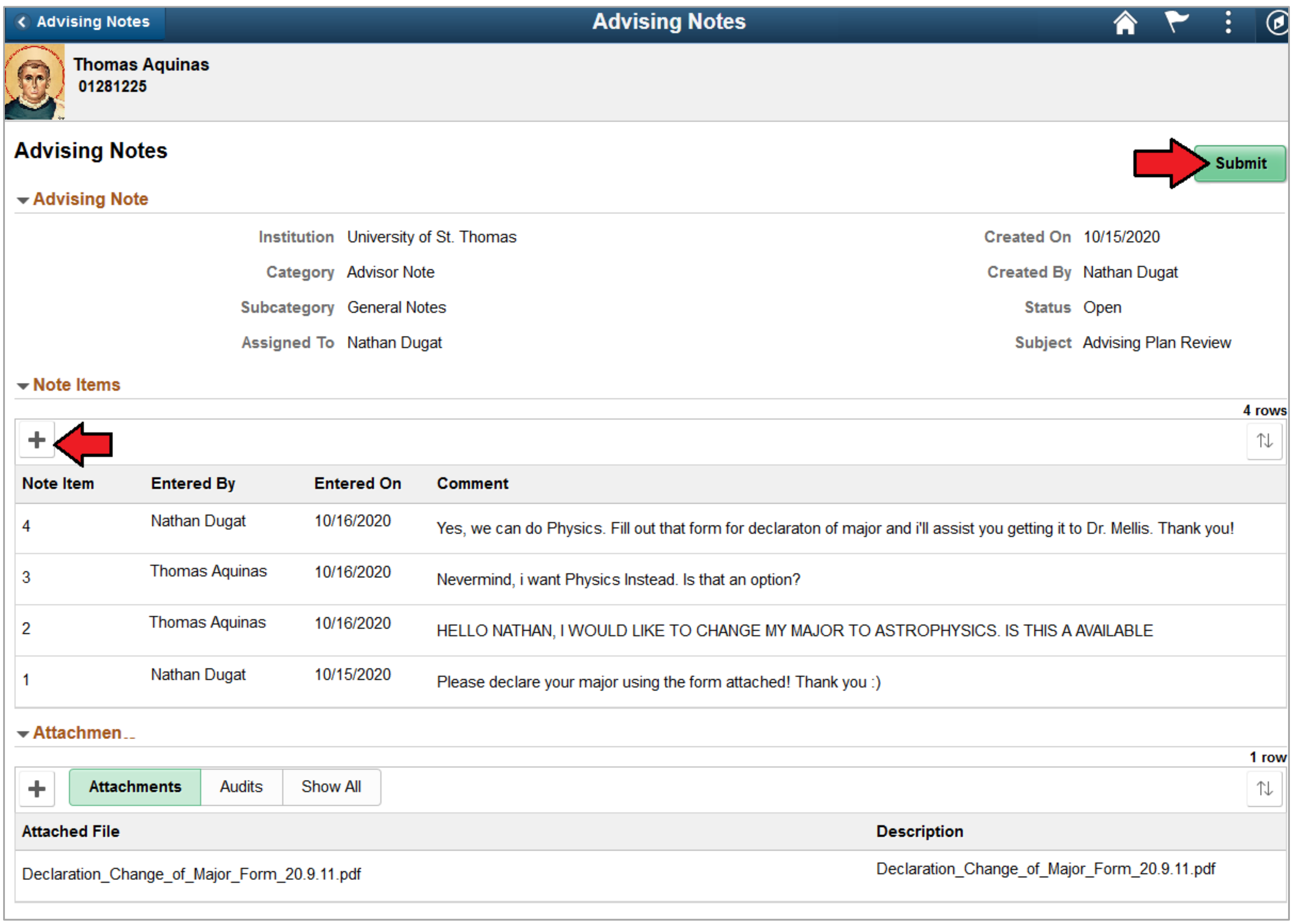



On this page, you will see a list of notes from any of your advisors or from the Registrar's Office that have been added to your account. To view or edit/update a note, click the applicable icon. In this example, we will update the *Advising Plan*

*Review* note by clicking the *Update Note* pencil icon:




Here we see all the comments that have been added as well as an attachment that was sent by the advisor. The newest note will be at the top of the list. In this example, the advisor and student have been sending notes back and forth about a major change. To submit a new note to the advisor, click the + button, add the note, and click *Submit*. (If you don't see a *Submit* button, you are in view mode and will need to click the green *Update Note* button before you can edit/submit).




That's it! You might receive emails when advisors or the Registrar's Offices adds notes to your account, so please keep your inboxes clear.