

# Update Advisor Information in Internet Native Banner (INB)

The screenshot shows the 'Multiple Advisors SGAADVR 8.2 (BANINST)' window. At the top, there are input fields for 'ID' and 'Term', both circled in red. Below these is the 'Advisor Information' section. It contains 'From Term' and 'To Term' fields. A 'Maintenance' icon, which is a small figure in a yellow sweater, is circled in red. Below the icons are three columns: 'ID' (with a dropdown arrow), 'Advisor Type' (with a dropdown arrow), and 'Primary Indicator' (with a checkbox). The table below has 15 rows for entering advisor data.

1. Access the Multiple Advisors Form (**SGAADVR**) from the General Menu.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you do not have the ID of the student, click the **Search** icon to find the student (see pages 5-6 for additional instructions).
3. In the **Term** field, enter the term code for the term the advisor change is effective.
4. Perform a **Next Block** (Ctrl + PageDown).
5. If the Maintenance icon is available (looks like a little man in a yellow sweater), click the Maintenance button and update the advisor information (remove old advisors, enter new advisors, etc.).
6. If the Maintenance icon is not available, simply update the advisor information (remove old advisors, enter new advisors, etc.).
7. Make sure the advisor type is selected for any new advisors added.
8. One advisor must have the Primary Indicator box checked. (*This is Banner functionality and does not actually indicate a primary advisor.*)
9. Click the **Save** icon (or **F10**).
10. To view another student, click the **Rollback** icon (or **Shift F7**) and repeat steps 2-3.
11. To return to the General Menu, click the **Exit** icon (or **Ctrl Q**).