Advisor InTouch is an academic advising system for use by authorized faculty and academic advisors at Penn. It provides users with immediate, online access to information to help advise students in course selection and curriculum requirements, as well related academic matters and career goals.

Security for access to Advisor InTouch is based on advising roles/levels, and is administered by the Office of the University Registrar. To request access for Advisor InTouch, go to http://www.upenn.edu/registrar/staff-resources/advisor-intouch.html
The Advisor InTouch menu reflects groupings of related functions, including an option to find students in a variety of ways.

**Expanding Menus**

1. Clicking on a main menu item (prefaced with ►) will display associated tasks, from which you can make a selection.
2. The Course-Search screens are specific to you, the advisor, and not to the student.
3. There are two mock schedule views. Use “Advisee Mock Schedules” to view saved mock schedules for your advisee, use my mock schedules to create mock schedules for yourself.
4. Clean student will reset the screen and return you to the find student screen.

**Finding Students - 3 Ways**

1. To **List advisees**, click **List Advisees**.
2. To **Search by Name**, enter all or part of the name in lastname-comma-firstname format and click the **Find student** button. If more than one student meets your search criteria, a table displays, from which you make a final selection.
3. To **Search by PennID**, enter the student’s 8-digit PennID number in the box and click the **Find student** button.
4. You can always return to this initial screen by clicking the “Find student” item on the main menu.
5. Check box to **include a former name** when searching by name (e.g. maiden name, name changes).
6. Use the All Terms option in the Term drop-down box, to search for students in earlier terms, or when you do not know the specific term a student was enrolled.
The List Advisees function returns a list of your advisees, along with pictures and basic information to help identify individual students. Additional options for navigation are also available when using this function.

**Listing Advisees**

1. Click on **List advisees**. A table of your advisees will display for the indicated term.
2. Click on any student picture or name to navigate directly to the student's overview page.
3. You can sort on any column by clicking in the header.
4. To filter your advisees by Advisor type, make a selection from the drop-down box.*
5. Hover your mouse over division, degree and hold codes for detail descriptions.
6. To Email your listed advisees, click on the button at the bottom. Select students, enter the subject/body and send the email.

**Student Info & Navigation**

1. Once you select a student, you are taken to the Student Overview. Their picture displays, with their name, PennID and an email link.
2. Academic Program information displays for the student's most recent or upcoming term.
3. Hover your mouse over division and program codes for detail descriptions.
4. Advisor names include active email links.
5. Click “more...” if the student is in multiple programs, to view details.
6. Photos of your advisees display in the filmstrip. Click a picture to select a student.
7. Select Clean Student to clean the screen at the end your appointment.
The main student page for advisors is the Student Overview, which presents a summary of student information. Selecting a new student will always take you to the Student Overview page.

1. Use the Term drop-down to view information for other terms.
2. Academic program information displays for the selected term.
3. If the student is on any Hold(s), that information is displayed.
4. If Advisor Signoff is outstanding, the advisor can click Sign off to submit a signoff.
5. Current Advisors are listed, with active email links.
6. Click on View Schedule to expand for viewing. Hover your mouse over courses for more information, or click on a specific course for more details.
7. Advisors with authority can update Max load.
8. A summary of existing Worksheets is presented, with ability to view more information, act on an existing worksheet (open, copy, delete, update status) or create a new one.
9. The date and author of the most recent Note is displayed. Authorized users can view all notes or create a new one.
10. Important Dates & Announcements appear at the bottom of the screen. Both students and advisors see the same list.
The differences in access and functions between the Advisor and the Student views are illustrated below.

**Advisor View**
- The main page for advisors in Advisor InTouch is the **Student Overview**, which contains key student information and advising tools.
- The advisor view includes the student’s name, PennID and a link to email the student.
- The advisor menu does not have menu items for Billing, Financial Aid, Student Loans or Student Employment.
- Advisor access for some functions are “view-only”. The advisor view includes Notes (which are not displayed to students) and the ability to perform Advisor Signoff or Remove Holds, as applicable.
- Advisors can see the same important dates announcements, and alerts that are displayed to students on the Penn InTouch front page.

**Student View**
- The main page for students in Penn InTouch is the **Front Page**, which serves both as a communication center and hub for navigation.
- The Alerts section reminds students of issues they need to address, including registration holds.
- The student view presents Worksheets as a submenu item under Registration & planning.
- The student front page displays Quick Links at the right, to simplify access to frequently used functions.