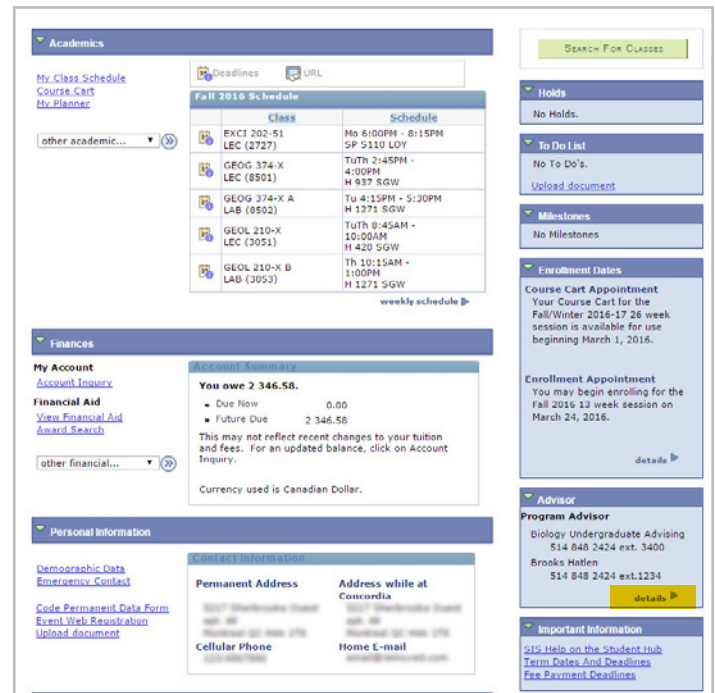




HOW TO VIEW YOUR ADVISOR'S CONTACT INFORMATION

This is a step-by-step guide explaining how to view your advisor's contact information in your Student Centre. You can view their phone number and email address.

Begin by logging into your MyConcordia portal. Once logged in, click on "My Student Centre" located on the upper left-hand side of the screen to access your self-service dashboard. Under the Advisor section of the page, located on the lower right-hand side, you will be able to view the advisor(s) assigned to you. For additional information, you can click on "Details".

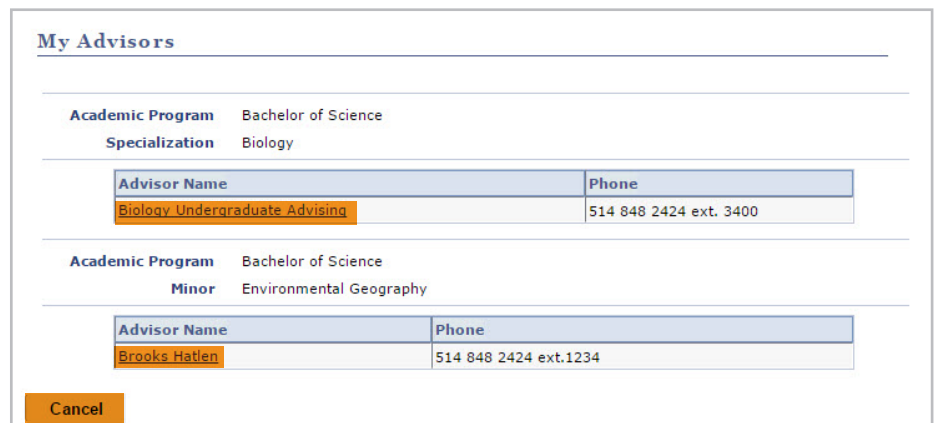


The screenshot shows the MyConcordia portal interface. On the right side, under the 'Advisor' section, the 'Program Advisor' is listed as Brooks Hatlen with contact information: 514 848 2424 ext. 3400. A yellow 'Details' button is highlighted next to the name.

1 On the lower right-hand side under the "Advisor" section, click on "Details".

2 View your advisor(s) and their contact information. Click on the **Advisor Name** link to send an e-mail to your advisor (if available).

To return to your Student Centre, hit the "Cancel" button.



The 'My Advisors' page displays two advisor entries. The first entry is for a Bachelor of Science in Biology, with the advisor name 'Biology Undergraduate Advising' and phone number '514 848 2424 ext. 3400'. The second entry is for a Bachelor of Science in Environmental Geography, with the advisor name 'Brooks Hatlen' and phone number '514 848 2424 ext.1234'. In both entries, the 'Advisor Name' and 'Phone' fields are highlighted with a yellow background, indicating they are clickable links.