Faculty Resource for Accessing Your Advisee List

Step 1:
Go to www.gvsu.edu and click on “Faculty & Staff” from the top banner.

Step 2:
From the “Faculty” column click on “Banner”.

Step 3:
Click on “GVSU Faculty/Staff Additional Student Information”.
Step 4:
Enter your GVSU Network ID and Password

Step 5:
Click on “Advisee List”

Step 6:
Select the CURRENT term in order to access the list of actively enrolled advisees for that semester
Step 7:
Enter YOUR G# and then select which group of students you would like to contact for a specific message...or leave as “all classes of students” to send to all students.

Step 8:
Select “Display” to generate the list and send an email to the list from this system.
Select “Download” to generate an excel spreadsheet if you are looking for more ability to manipulate or sort the data.
Step 9:

Review the List

Email a specific student by clicking on the email address next to the student’s information.

You can also send an Email to the entire list using the system at the bottom.

Fill in your return email address.

Enter a subject that will catch a student’s attention.

Enter your message. This is plaintext only format. No bold, underlines, hyperlinks, etc.

Be sure to include a copy of your signature that you use in your email so a student knows exactly who the message is from and how to connect with you.

Click on “Email List” you will be provided with a confirmation screen when it has processed.