



SENDING YOUR ADVISING FORM TO YOUR MAJOR ADVISOR

By
Dr. Jeyachandran
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SPARTAN CONNECT

- Logon to Spartan Connect. Spartan Connect can be accessed by going on to [One.SJSU.edu](https://one.sjsu.edu) and search for "Spartan Connect."
- Once you are in your home page, you can find your Success Team listed on the left hand side of the screen.

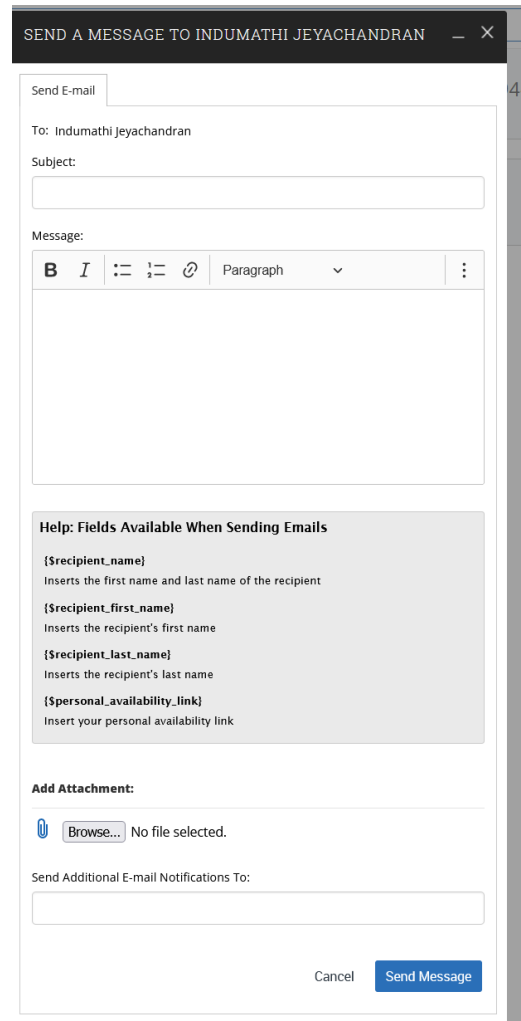
FIND YOUR ADVISOR ON SPARTAN CONNECT

Click on the
Envelope icon right
below your Major
Advisor's name

Your Success Team

-  **, Engineering Student Success Center**
Academic Student Success Center

-  **Jeyachandran, Indumathi**
Major Advisor

-  **Masegian, Kelly**
Career Center Counselor

-  **Sullivan-Green, Laura**
Department Chair


SEND A MESSAGE TO YOUR ADVISOR



The screenshot shows an email composition window with the following fields and options:

- To:** Indumathi Jeyachandran
- Subject:** [Empty text box]
- Message:** [Rich text editor with formatting options: Bold (B), Italic (I), Bulleted List, Numbered List, Link, Paragraph, and a vertical ellipsis menu]
- Help: Fields Available When Sending Emails**
 - {Recipient_name}**: Inserts the first name and last name of the recipient
 - {Recipient_first_name}**: Inserts the recipient's first name
 - {Recipient_last_name}**: Inserts the recipient's last name
 - {Personal_availability_link}**: Insert your personal availability link
- Add Attachment:** [Browse... button] No file selected.
- Send Additional E-mail Notifications To:** [Empty text box]
- Buttons:** Cancel, Send Message

- Type in “Fall 2026 registration advising” as the subject.
- Add the attachments as shown in the next slide.

ATTACH YOUR ADVISING FORM AND YOUR MYPLANNER REPORT

- Advising form should be named as: Lastname_Firstname_Fall2026advising
- Follow the instructions for generating MyPlanner Report as posted on the CEE Website
https://www.sjsu.edu/cee/docs/MyPlannerReportInstructions_Jeyachandran.pdf

SENDING THE MESSAGE

- Once you are done attaching the documents, click on Send message.

SEND A MESSAGE TO INDUMATHI JEYACHANDRAN

Send E-mail

To: Indumathi jeyachandran

Subject:

Message:

B *I*

-
- 1

🔗 Paragraph

Help: Fields Available When Sending Emails

{recipient_name}
Inserts the first name and last name of the recipient

{recipient_first_name}
Inserts the recipient's first name

{recipient_last_name}
Inserts the recipient's last name

{personal_availability_link}
Insert your personal availability link

Add Attachment:

📎 No file selected.

Send Additional E-mail Notifications To:

Cancel