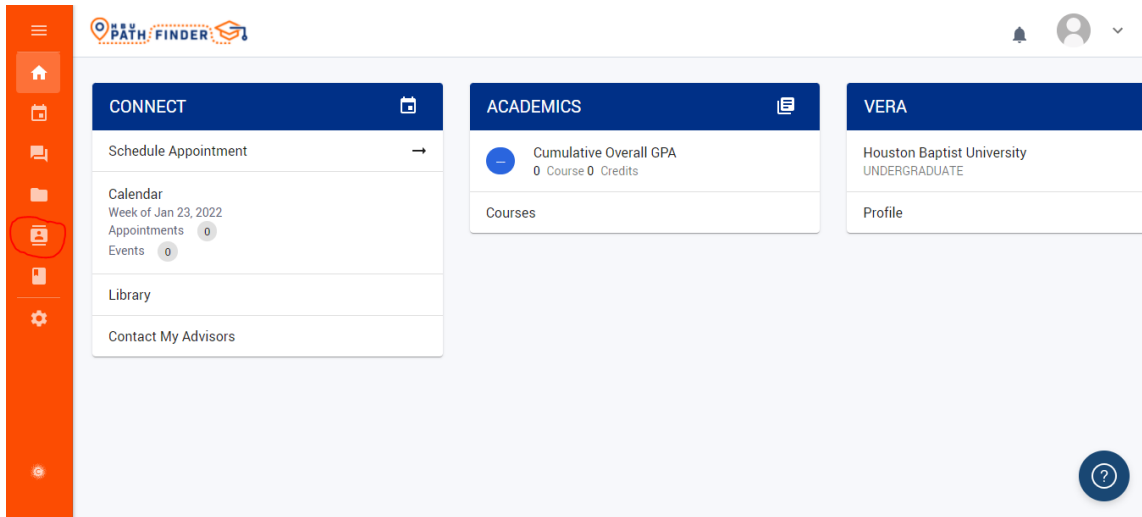


How to Find & Email your Advisor in Pathfinder:

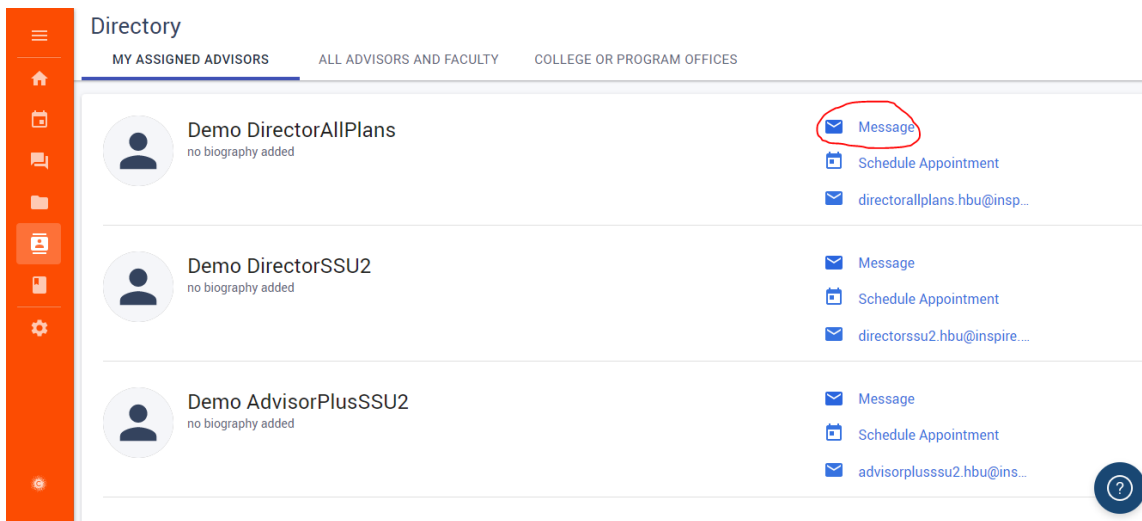
Step 1: Login to pathfinder

Step 2: Go to the orange menu on the left side and click on the tab with the person icon which is the “Advising Directory”



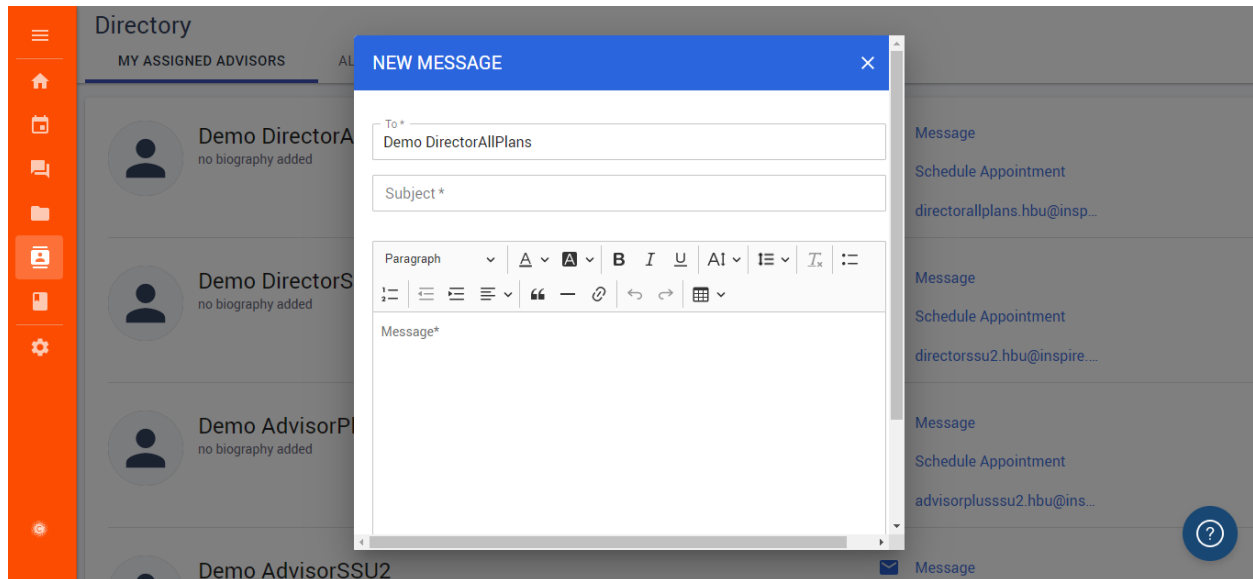
Step 3: You should already be on the tab that says “My Assigned Advisors” This is where you will find the advisors that are assigned to you. (For more instructions on how to set up an advising appointment see the Schedule Advising: Pathfinder PDF)

Step 4: To email your advisor click the “Message” button to the right of their name



Step 5: Their email will already appear, you add the subject, and message then scroll to the bottom and click “Send” in the bottom right corner.

Step 6: To add an attachment scroll down and on the bottom left side click the paperclip icon



Step 7: This sends the email to your advisor or tutor, you will receive their response in the Pathfinder email (which can be found by going to the communications tab on the orange menu on the left side, see email through Pathfinder PDF for more info) as well as in your HBU email inbox.

Note: For all emails that you send through Pathfinder, the response will go to both your HBU email and your email on Pathfinder.