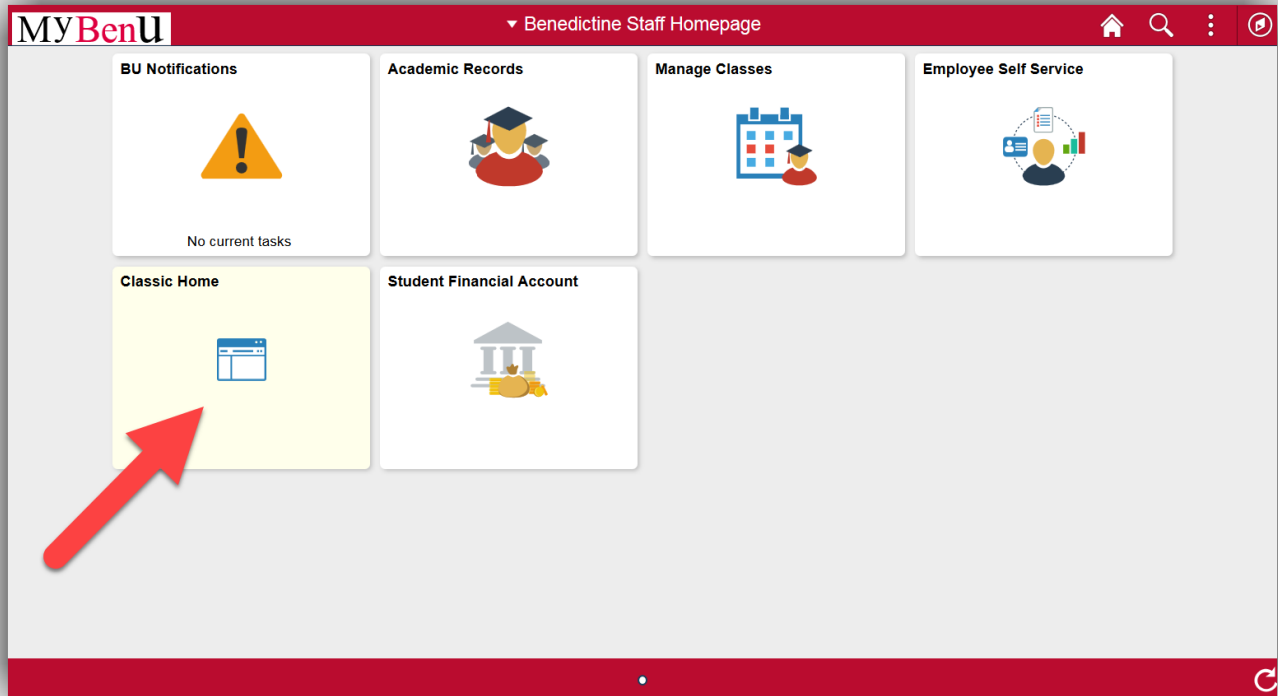


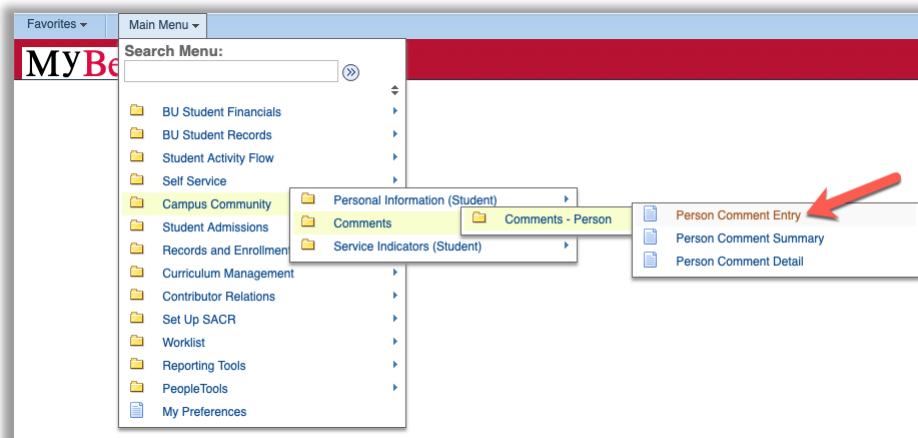
## To Add Advisor Comments

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1. Log into the **MyBenU**. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.



2. Navigate from the **Main Menu** to **Campus Community** > **Comments** > **Comments-Person** > **Person Comment Entry**.



- This opens the **Person Comment Entry** page. Enter information (Last Name, First Name, and/or Campus ID) and click **Search** to create a new comment for the specified student.

The screenshot shows the 'Person Comment Entry' search interface. It includes a search criteria section with various filters: ID (begins with), Sequence Number (=), Administrative Function (begins with), Comment Category (begins with), Academic Institution (begins with), Comment Date (=), National ID (begins with), Campus ID (begins with), Last Name (begins with, value: Apple), and First Name (begins with, value: Andy). The 'Last Name' and 'First Name' fields are highlighted with a red box. Below the search criteria is a 'Case Sensitive' checkbox and a 'Search' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

- On this page, use the magnifying glass to select an **\*Administrative Function** of “SPRG”, student program, and a **\*Comment Category** of “ADVR”, advisor comments. Next, in the comments section, add the comments you wish to enter into regarding the student and click on the **Save** button. **Please note:** these comments may be seen by all faculty/staff having access to these panels and are discoverable to outside parties.

The screenshot shows the 'Person Comment Entry' form with search results. The student is identified as 'Andy Apple' with ID [redacted]. The search criteria are: \*Administrative Function: SPRG, \*Academic Institution: Benedictine University, and \*Comment Category: ADVR. The 'Comment Data' section includes fields for Comment ID, Department, Comment Date (10/03/2019), and Comments (This is a test of the comment system.). A red arrow points to the 'Comments' field. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.