

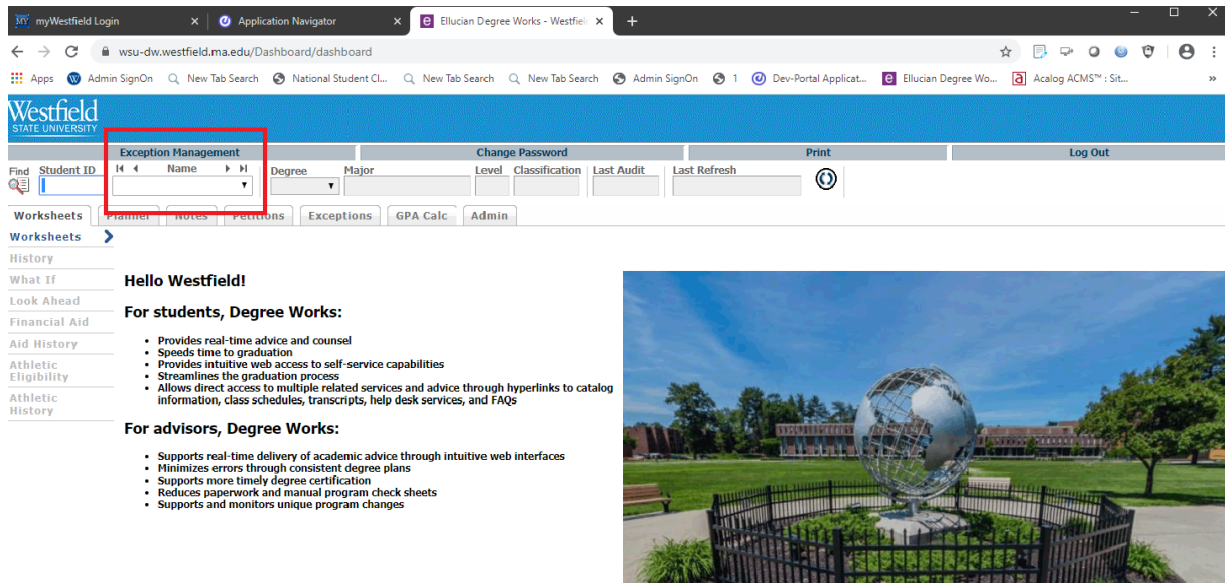
# Advisor Dashboard

## How to access your advisees

Step 1: Log into your myWestfield account and select the faculty tab.

Step 2: Go to “My Schedule & Classes” and click on Advisor Dashboard and it will open up directly into Degree Works.

Step 3: Under “Name” click on the down arrow in the box. Your advisees will be listed.



Step 4: Click on a student's name and their audit will populate. You can also select the next student in the list by clicking on the right arrow next to “Name”.

Note: If you are a Department Chair or Coordinator you will be able to use the “Find” option to search for any student by name or enter their CWID.

