# Finding a Student's Academic Adviser on SITS Online

1. From the **staff.shu.ac.uk** homepage select **SITS Online**;



2. **Log in** and select **Student View**;



3. Click **Go to Student View Search Page** button;

4. **Enter** a **student name or number** in to the Search Field and **click Search;**



5. Select relevant student from results by **clicking Details**;



6. Scroll down to the bottom of the student page and you will see the student's **Student Support Adviser** and **Academic Adviser** (Employability Adviser will be added soon);



Please contact Melissa.Jacobi@shu.ac.uk in the first instance;

1. If the Academic Adviser field is not visible, it means the allocation is not recorded in SITS - log the issue by sending the student number and course name;
2. If there is a change to an adviser allocation - provide details of the change for updating.