

How to Email Advisees in J1 Web

Using your KCU credentials, log in to J1 Web. my.kcu.edu/j1web

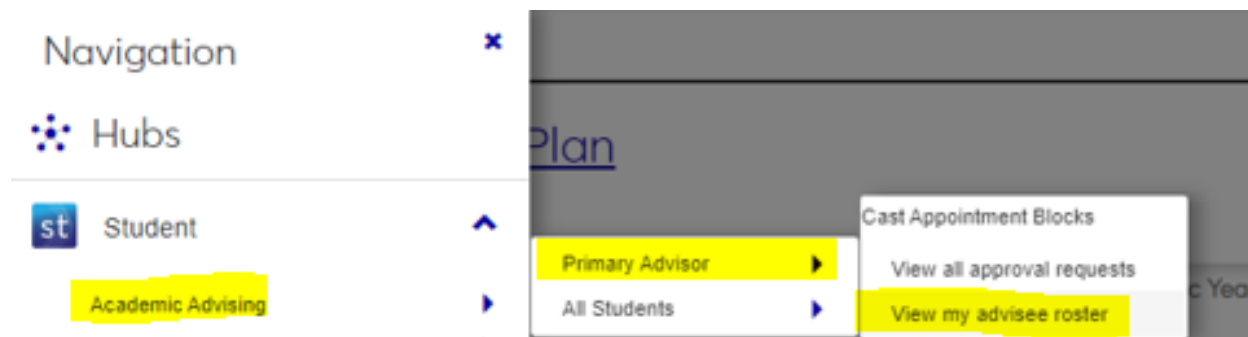
Username: The first part of your KCU email address without the @kcu.edu

Typical Password: 8 Digit Birthday MMDDYYYY

Once you have logged in, click on the Rubik's cube in the upper-left-hand corner of the screen:



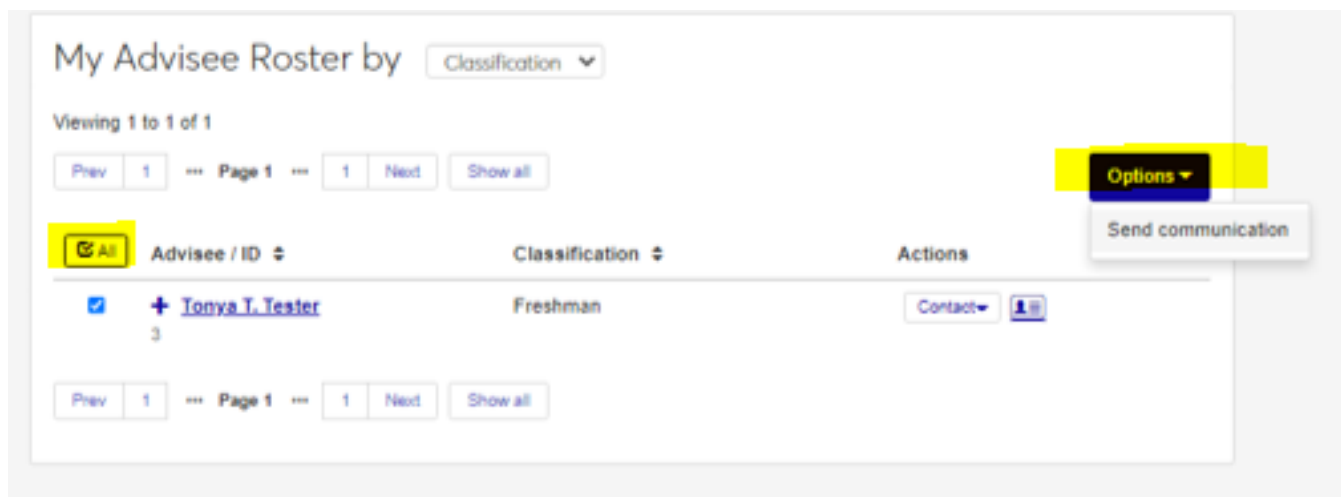
Next, you will see a list of “Hubs” on the left-hand-side of the screen. First you will click *Student* and the options you have permission to see will drop down. Hover over *Academic Advising* → *Primary Advisor* and then click *View my Advisee Roster*.



After accessing your advising hub, click the “list” icon. Highlighted in yellow below.



After clicking the list icon, you will see your advisees in a list. Select the student(s) to email. You can click all in the top left-hand-corner. Select options and click send communication.



Complete the form below to send your email. Clicking Attach Academic Plan at the bottom of the page will automatically send the student a copy of their academic plan. Assuming all your advisees are “On Plan” you can email all your advisees at once, attach the academic plan, and let them know they can go ahead and register for classes.

Create New Communication



Required *

Communication Type *

Email

Interaction Code, Name / Description *

The interaction code is used to classify the content of the communication.

General Advising Email

From *

Emily A. Miller

To *

Send separate, but identical emails.

Tonya T. Tester (registrar@kcu.edu)

Subject *

Registration

Body *

Advisees,
It's time to register for classes. Please set up a time to meet with me to discuss your options|

105 CHARACTERS

Attachments

- Attach Academic plan PDF
- Goals PDF

Links

- Link to Advising Worksheet in Campus Portal
- Link to Unofficial Transcript in Campus Portal

Sending to 1 recipients

Cancel

Send

Please contact the Registrar's Office with any questions.

emilyamiller@kcu.edu

606-474-3260