Using Database Lists

1. Sign in to your advisor portal at mesa.force.com

2. Click on “My Students” once you enter the advisor portal

3. Change the type of list you are using depending on what you need to do:
   a. Use “enrollment status” to check on whether all your students are activated.
      There will be a column that says enrollment status and you can see who all is in the system and change students from active to inactive or vice versa. This will also show you who needs to complete their profile or add a PAF.
b. Use “students at my school (inactive)” to see all the students available in the system and then batch activate the ones on your current roster.

c. Use “students at my school (active)” when your roster is set to see your current students.

d. Ideally you will have added your name in the student’s record as the teacher. If that is the case, then use “students I teach” to see your specific students at your school.