



NEVADA STATE UNIVERSITY
ACADEMIC
ADVISING CENTER

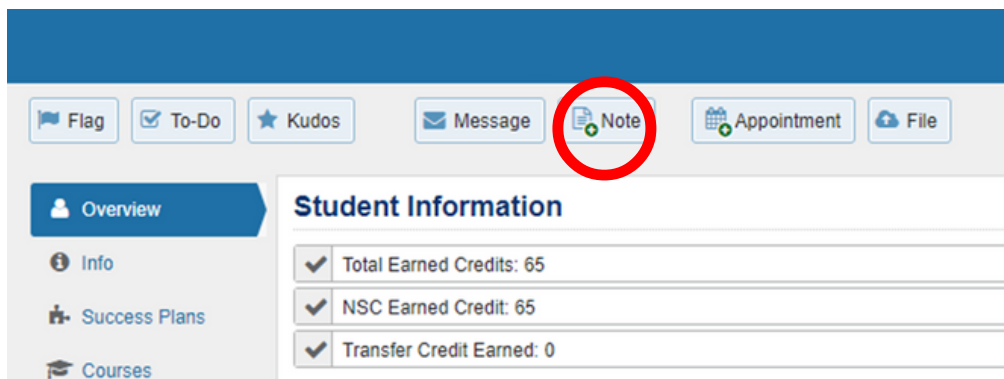
Scorpion Success Network Faculty Advising Note

Step 1: Login to Scorpion Success Network.

Step 2: Search the student by **Name** or **NSHE** .



Step 3: Click **Note** icon.



Step 4: Select the type of Note that is appropriate for the situation

Step 5: Indicate the subject, document the communication/interaction, and click submit.

Step 6: Notes can be viewed by clicking the **Notes** section in the student's profile. Clicking on the plus sign will show the details of the note

