



E-mail Your Advisor

Step 5 in the E-Advising and Registration Process



You may want to e-mail your advisor(s) with questions or to let them know that you have updated your plan of courses for this program. Your advisor can see your Course Planning Worksheet online so you only have to notify them that it is available. To e-mail your advisor:

1. Navigate to the advisor e-mail tool.
2. Compose your e-mail.
3. Verify your e-mail was sent.
4. Get Assistance.

Detailed Instructions

1 Navigate to the advisor e-mail tool.

- a. Login to Ramlink by navigating to <https://ramlink.txwes.edu> and clicking **Log In**.
- b. Enter your Texas Wesleyan **User ID** and **Password** and click **SUBMIT**.
- c. From the main menu that appears click **Students**.
- d. From the *Communication* section click **E-mail My Advisor(s)**(Fig. 1).



Fig. 1

2 Compose your e-mail.

- a. To select an advisor to receive your e-mail, click in the checkbox beside the advisor's name in the **Send To** column (Fig. 2).

E-mail My Advisor(s)

From mfooster@txwes.edu

Send To	Advisor's Name	Advisor's E-mail Address
<input checked="" type="checkbox"/>	Mrs. Suzanne Gaynor	GaynorS@██████████
<input checked="" type="checkbox"/>	Professor John D. Faculty	HILTSD@██████████

Additional 'Send To' E-mail Addresses

Subject

E-mail Text

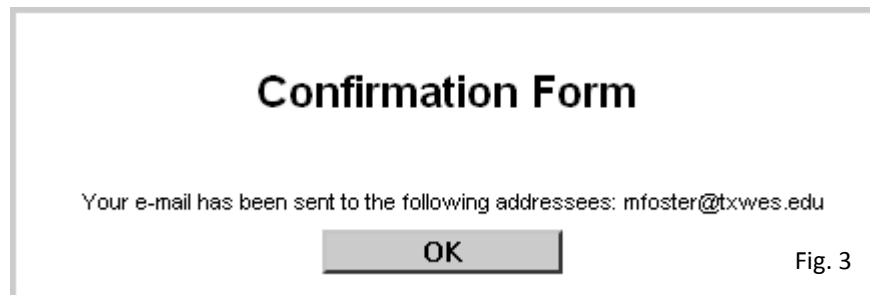
SUBMIT

Fig. 2

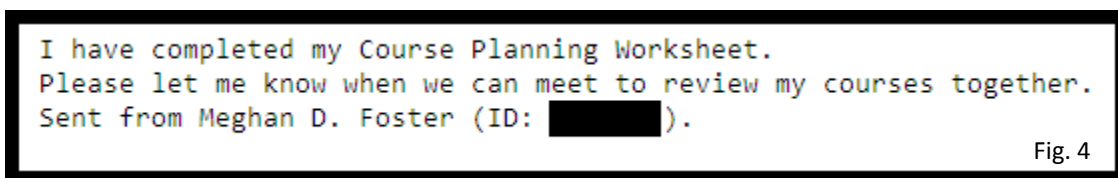
- b. If needed, you may also enter the following:
 - A different e-mail address than the one displayed for an advisor. (Enter the full e-mail address in the Advisor's E-mail Address column.)
 - One or two additional e-mail addresses to receive the e-mail. (Enter the full e-mail address in the Additional 'Send To' E-mail Addresses column.)
 - c. Enter the title of your message in the **Subject** field.
 - d. Enter any questions about your degree plan in the **E-mail Text** field. You may also use this field to notify your advisor that you have finished planning all of your courses. The **E-mail Text** field is required.
 - e. Click **Submit** in order to send your e-mail.
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3 Verify your e-mail was sent.

A Confirmation Form appears letting you know that your e-mail was successfully sent. The confirmation form also informs you of which recipients should receive the e-mail (Fig. 3).



Note: Your name and Colleague ID are also included in the e-mail to identify you as the sender (Fig. 4). Other than that, only the text you enter is sent in this e-mail. No other information is automatically included about your program, your registration, or Course Planning Worksheet.



4 Get Assistance.

If you need help reviewing your degree audit report or with the degree plan of your chosen major, contact your advisor through the **Email Your Advisor(s)** link in the *Communications* section of Ramlink.

If you have trouble logging on to Ramlink or experience any other technical difficulty contact the Helpdesk at (817) 531-4428. You may also check the self help information that is available online at http://www.txwes.edu/it/training/ref_sheets/student_ramlink.html.