Log in to ozone.ou.edu. Click the **Faculty and Staff** tab. Please note a tab becomes highlighted when it is activated.

Click the **View courses and student information** link.

The Faculty and Advisors menu page will open in a new window.
Select the Student Advisement Indicator link
Select a Term and Click **Submit**.

You may enter:
- The Sooner ID of the student you wish to process
  or
- The name, or partial name, of the student, a search type, or a combination of both.

Click **Submit**.
If there is more than one student, click the pull-down arrow to view the list. Select the student and click Submit.

Select the radio button. Click Submit.

This statement confirms student has been marked as Advised for the term.

Click the Advisor Term Selection link to change to a different term for the selected student.

August 26, 2013