J1 Quick Guide

How to Email Students in J1

Using your SSU credentials, log in to J1 Web https://j1web.shawnee.edu/J1Web
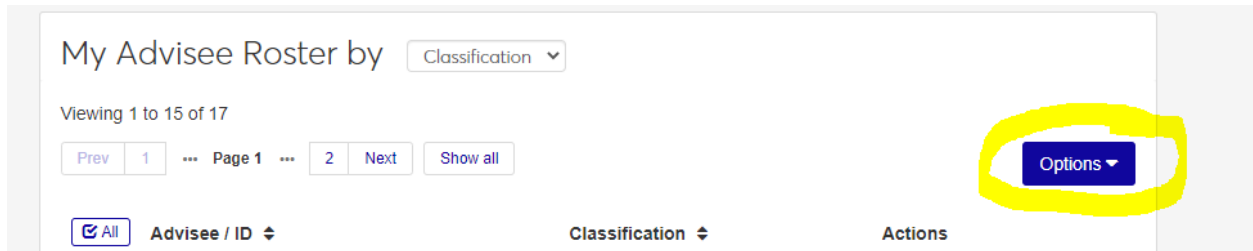
STEP 1: After accessing your advising hub, click the "list" icon (circled in red)
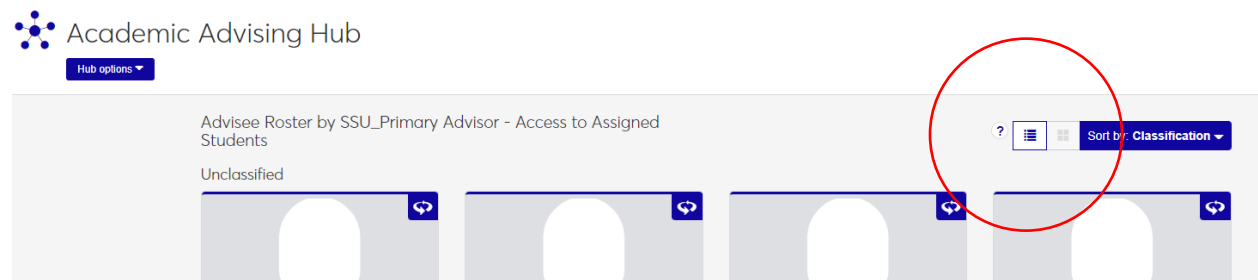
STEP 2: After clicking the list icon, you'll see your advisees in a list; select student(s) to email. You can click "all" if you want to send email to all advisees.
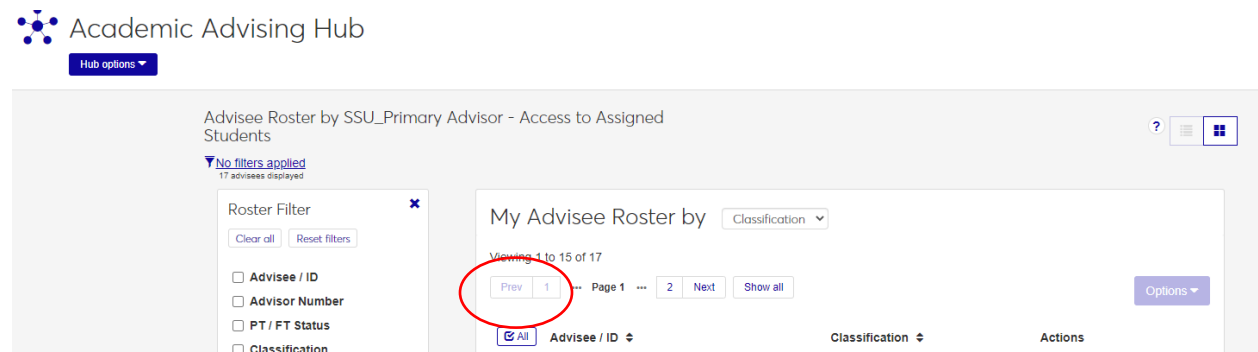
STEP 3: Once you select advisee(s) to email, the OPTIONS button (circled in yellow) will be ready; click and select "email selected advisees"

STEP 4: The email tool will populate. There is a 500 character limit in the "description" box; advising attachments are optional. "Send Email" button will activate when Subject line and Description box are filled. Click "send email" after completing your message (circled in red).

Email Selected Advisees   X

Required *

Send a separate but identical email to:

███████

Personalized Greeting

ℹ️ If you provide a personalized greeting, each recipient's name is automatically added to the greeting. If a personalized greeting is not provided, only Subject and Description are sent.

Subject *

Description *

500 remaining

Attach to Email

☐ Attach Academic plan PDF

☐ Goals PDF

☐ Link to Advising Worksheet in campus portal

☐ Link to Unofficial Transcript in campus portal

Send email

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Graduate Level I