Student Instructions on how to add Engagements in AdviseStream

Step 1. Visit your student toolbox in the Colgate Portal and use Colgate’s Single Sign On to log-in.

Step 2. You can view your Academic and Engagements Planner under the Prepare tab.

Step 3. You can add engagements by choosing “Plan Engagements” under the Prepare tab (see below).

Step 4. Once the student page is open, click on the left hand side where it says “Browse Research and Engagements” (see below).
Step 5. You will see Engagements listed by category. In the A &E Planner (below), click on the relevant category to see a drop-down list of options to add to your planner.