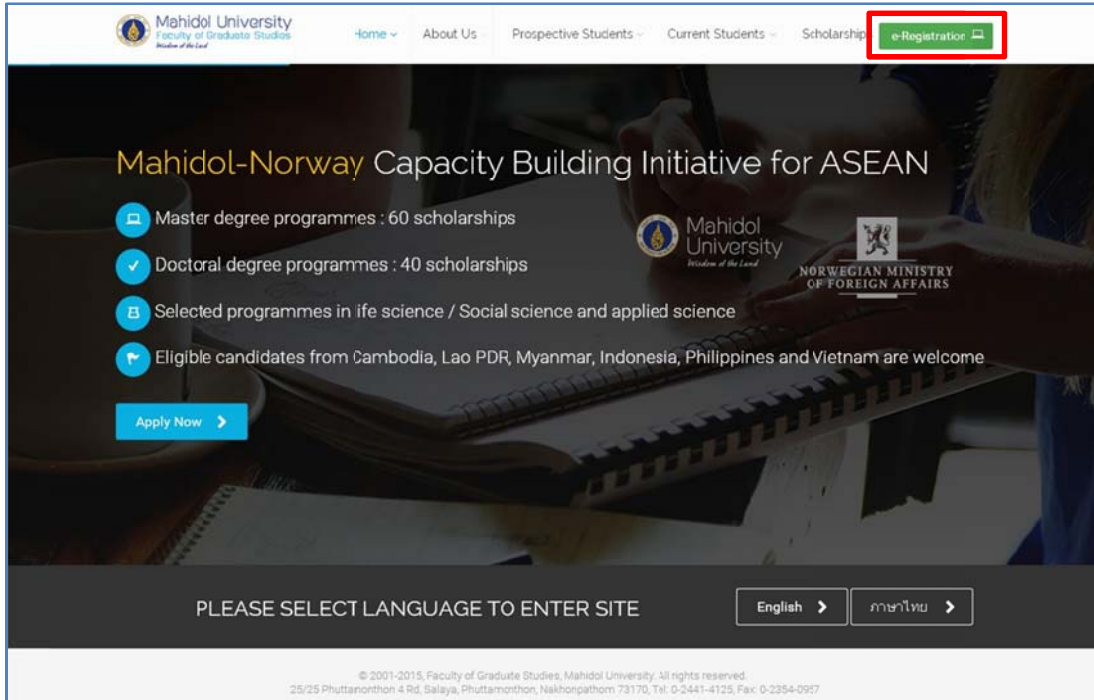


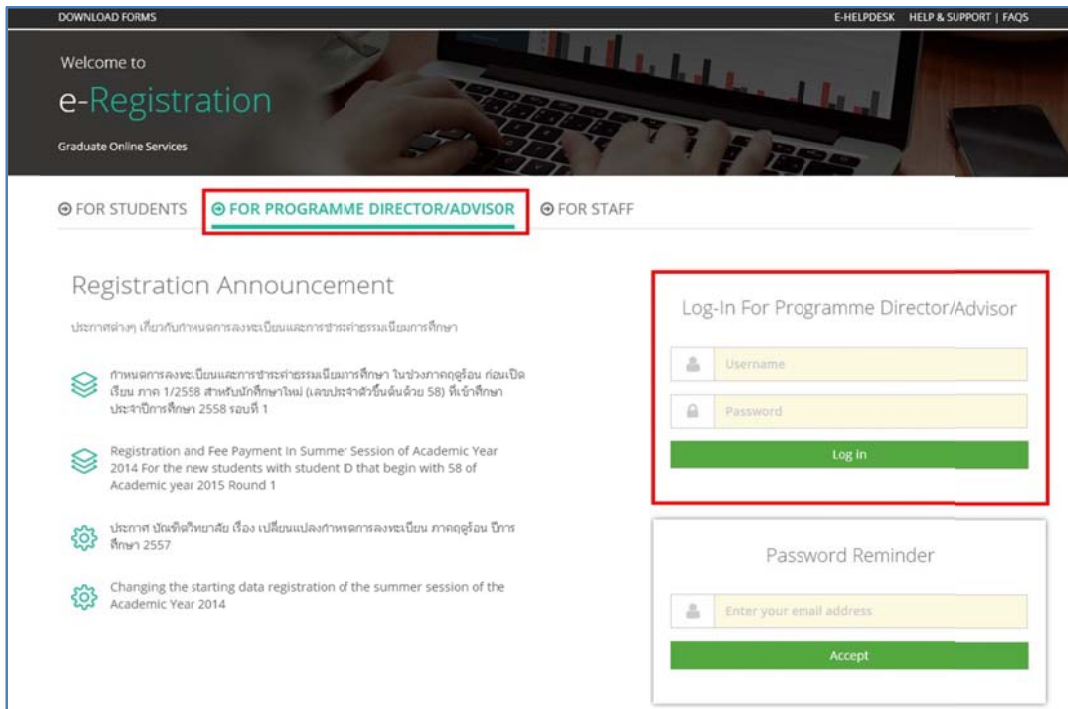
**Adding new Advisor's Details (For Program Director only)**

1. Enter the FGS website ([www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th)) and then click on the “e-Registration” icon as shown below :

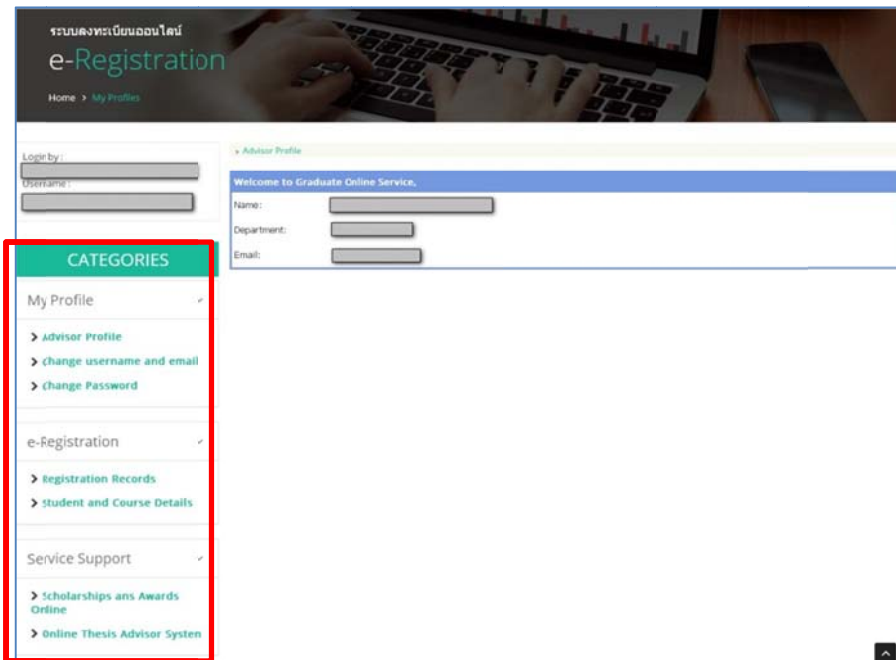


2. Click on the “FOR PROGRAMME DIRECTOR/ADVISOR” Tab

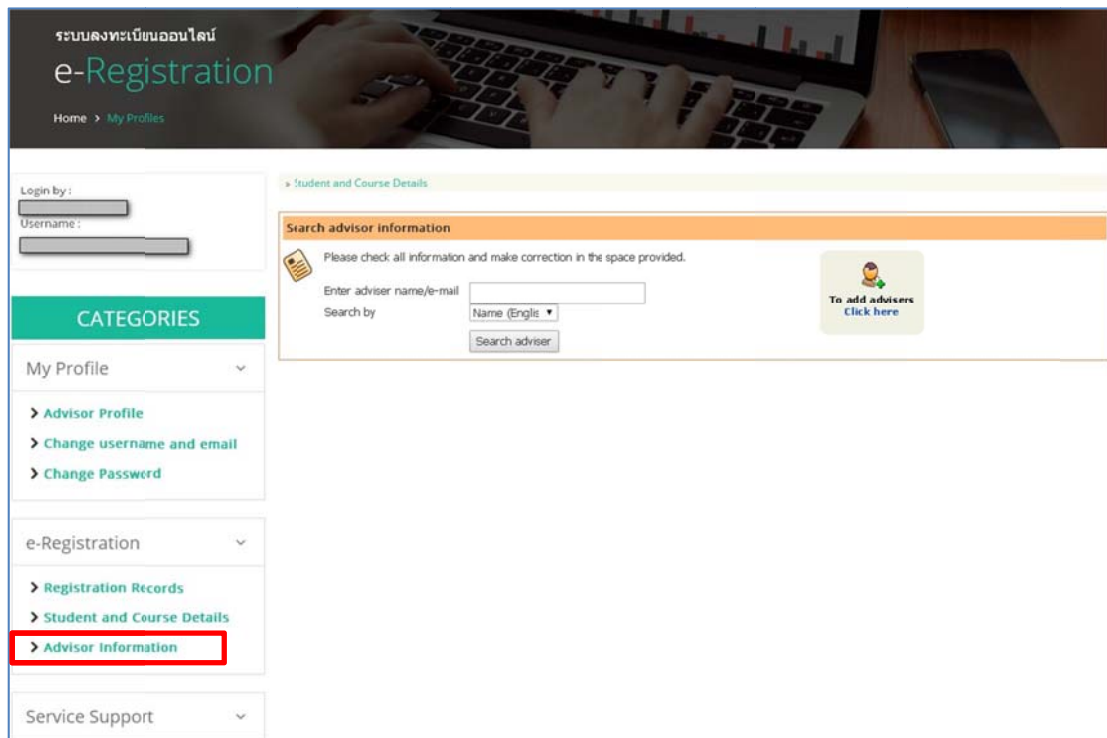
Log-in to e-Registration system using your username and password



3. Menu and user's details will be shown as follows:



4. Click on the "Advisor Information" Menu



5. If you want to search advisor's details, you could on advisor's name and then click on the "Search Advisor" button

The screenshot shows a web interface for searching advisor information. At the top, there is a breadcrumb trail: > Student and Course Details. Below this is a section titled "Search advisor information" with a sub-header "Please check all information and make correction in the space provided." The form contains a text input field for "Enter adviser name/e-mail" with the value "scm", a dropdown menu for "Search by" set to "Name (Englis)", and a "Search adviser" button. To the right of the form is a button with a person icon and the text "To add advisers Click here". Below the form is a "Search result" section with a table. The table has three columns: "Name (Eng)", "Name (Thai)", and "Email". The table is currently empty. To the right of the table, it says "Total : 117". A red box highlights the search form, and a red arrow points from the "Search adviser" button to the table.

6. If you want to add new advisor, you have to click on the "To add Advisors Click here" icon

The screenshot shows the "e-Registration" page. At the top, there is a header with the text "ระบบลงทะเบียนออนไลน์" and "e-Registration". Below the header, there is a navigation menu with "Home" and "My Profile". The main content area is divided into two sections. On the left is a "CATEGORIES" sidebar with a tree structure: "My Profile" (with sub-items "Advisor Profile", "Change username and email", "Change Password"), "e-Registration" (with sub-items "Registration Records", "Student and Course Details", "Advisor information"), and "Service Support". On the right is the "Search advisor information" form, which is identical to the one in the previous screenshot. A red box highlights the "To add advisers Click here" button in the top right corner of the search form.

7. Type in new advisor's details, including title, name, and email, and then click on the "Submit" button

Adviser Information	
<b>New Adviser information</b>	
Title	<input type="text" value="Please Select"/>
Title (Thai)	<input type="text"/> eg. ดร., พันโท, หม่อมหลวง
Name (Thai)	<input type="text"/> <input type="text"/>
Title (Eng)	<input type="text"/> eg. Dr., Lt.Col., ML
Name (Eng)	<input type="text"/> <input type="text"/>
Email Address	<input type="text"/>
<input type="button" value="Submit"/>	