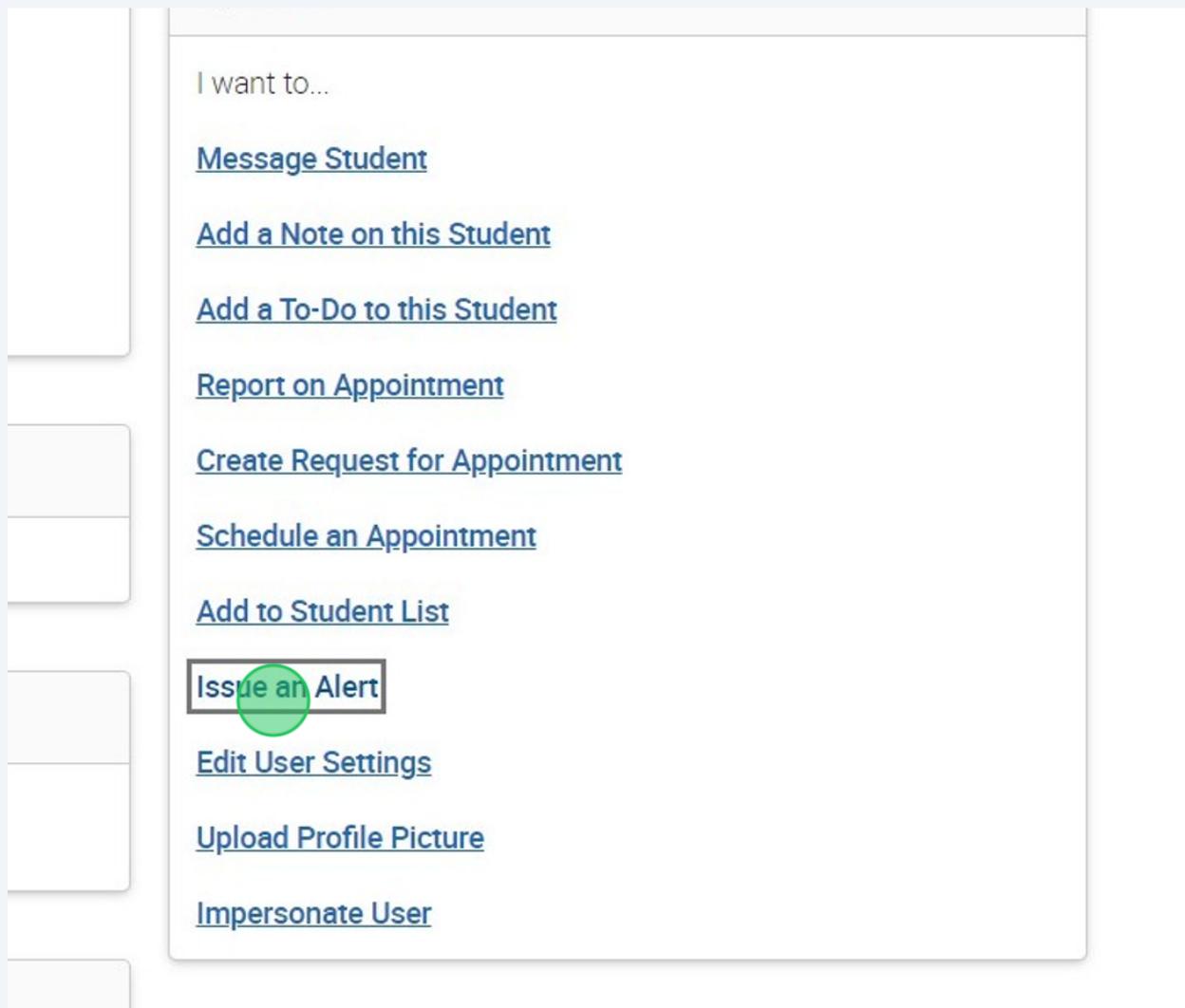


Issue an Alert to Student



1 Navigate to <https://csus.campus.eab.com/home>

2 To issue an alert from a list of students, such as **Advanced Search** results or your **My Assigned Students** pane on your home page, select a student from the list. Next, select **Actions > Issue Alert**.





Selecting **Issue an Alert** opens the **Alerts** dialog. Text boxes in the dialog are in the list that follows the screenshot.

3 Click "Please select a reason"

ISSUE ALERT [X]

Student [Greyed out]

Please select a reason

Is this associated with a specific class?

Additional Comments
Please enter a comment.

Cancel

Options

I want to...

- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- [Schedule an Appointment](#)
- [Add to Student List](#)
- [Issue an Alert](#)
- [Edit User Settings](#)
- [Upload Profile Picture](#)
- [Impersonate User](#)

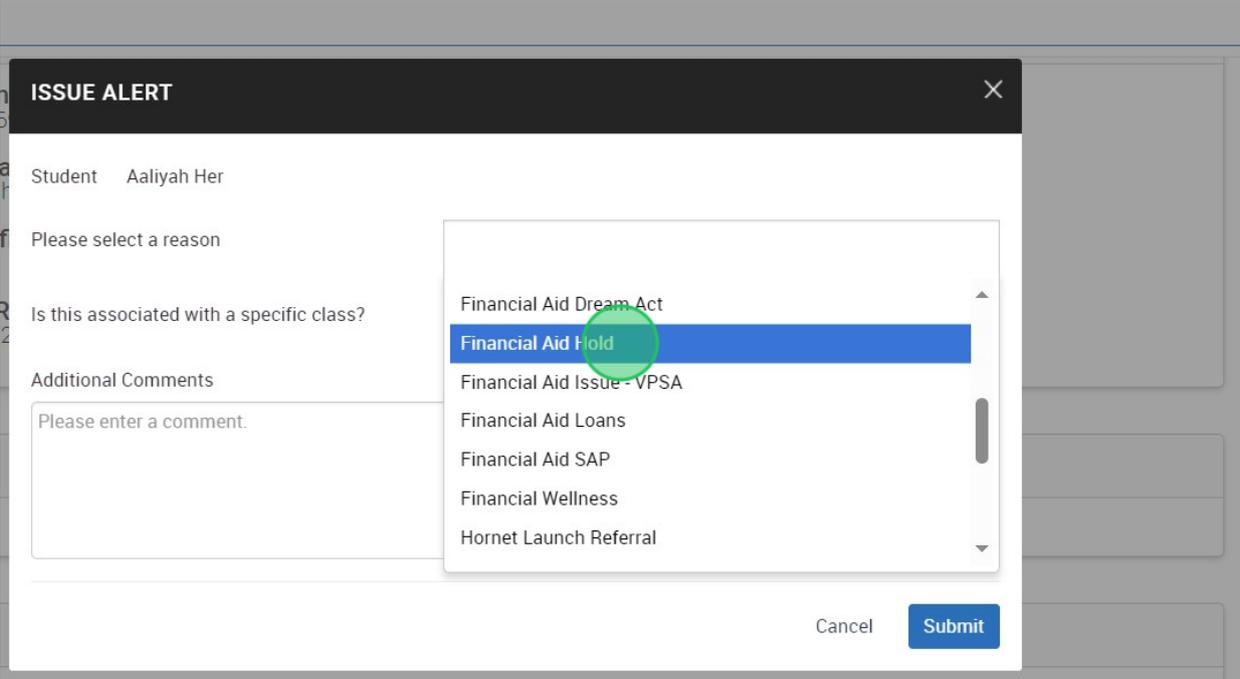
4

Alert Reason: Select at least one reason for issuing this alert. Alert reasons are configured by your institution. They should be sorted by Care Units and then alphabetically within the Care Unit. If your role does not include any Care Unit assignments, you only see Alert Reasons not associated with a Care Unit. Contact your Application Administrator if you have questions about your institution's alert reasons.

Association with Specific Course (Optional): Select a course from the list if the alert is associated with a specific course the student is currently enrolled in.

Additional Comments: Enter comments in this box. Staff and faculty with permission can view the alert and its comments. There is no character limit to this field.

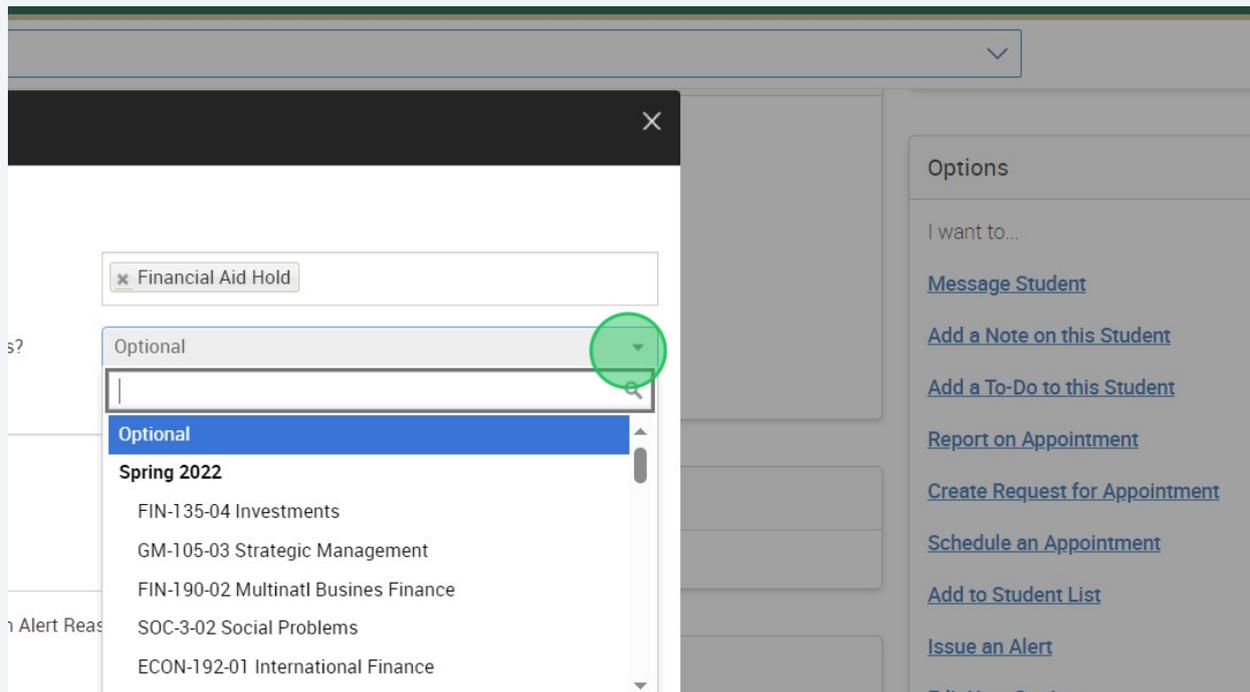
When you select an Alert Reason when issuing an ad-hoc Alert, details and the actions that will take place are shown. If you select more than one Alert Reason, each reason's details will show beneath Additional Comments. This also shows if the alert opens a case.



The screenshot shows a web form titled "ISSUE ALERT" with a close button (X) in the top right corner. The form contains the following fields and options:

- Student:** Aaliyah Her
- Please select a reason:** A dropdown menu is open, displaying a list of alert reasons. The option "Financial Aid Hold" is highlighted in blue and circled in green. Other visible options include "Financial Aid Dream Act", "Financial Aid Issue - VPSA", "Financial Aid Loans", "Financial Aid SAP", "Financial Wellness", and "Hornet Launch Referral".
- Is this associated with a specific class?:** A checkbox that is currently unchecked.
- Additional Comments:** A text input field with the placeholder text "Please enter a comment."
- Buttons:** "Cancel" and "Submit" buttons are located at the bottom right of the form.

5 Select Option



The screenshot shows a software interface with a dropdown menu open. The dropdown is currently set to 'Optional'. A green circle highlights the dropdown arrow. Below the dropdown, a list of course options is visible, including 'Spring 2022' and several course codes and titles. To the right of the dropdown, a sidebar contains a list of actions under the heading 'Options'.

Options

- I want to...
- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- [Schedule an Appointment](#)
- [Add to Student List](#)
- [Issue an Alert](#)
- [Edit User Settings](#)



Important. Any information you enter into Navigate pertaining to a student becomes part of their official student record. It may be subpoenaed by the student as outlined in the Family Education Rights and Privacy Act (FERPA).