# 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**.

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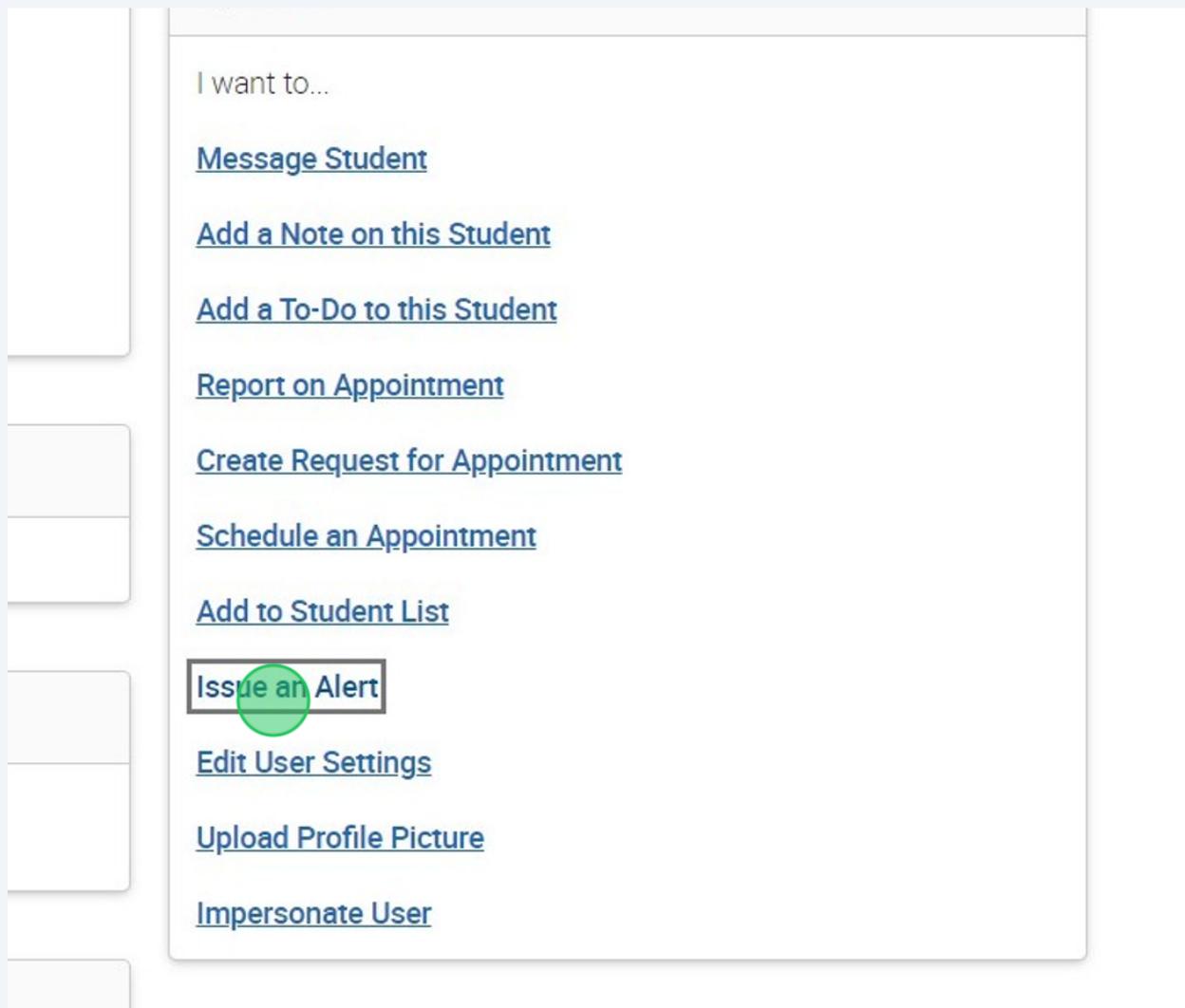
Selecting **Issue an Alert** opens the **Alerts** dialog. Text boxes in the dialog are in the list that follows the screenshot.

**3** Click "Please select a reason"



ISSUE ALERT

Student

Please select a reason          Select at least one

Is this associated with a specific class?          Optional

Additional Comments

Please enter a comment.

Cancel    Submit

Options

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Edit User Settings

Upload Profile Picture
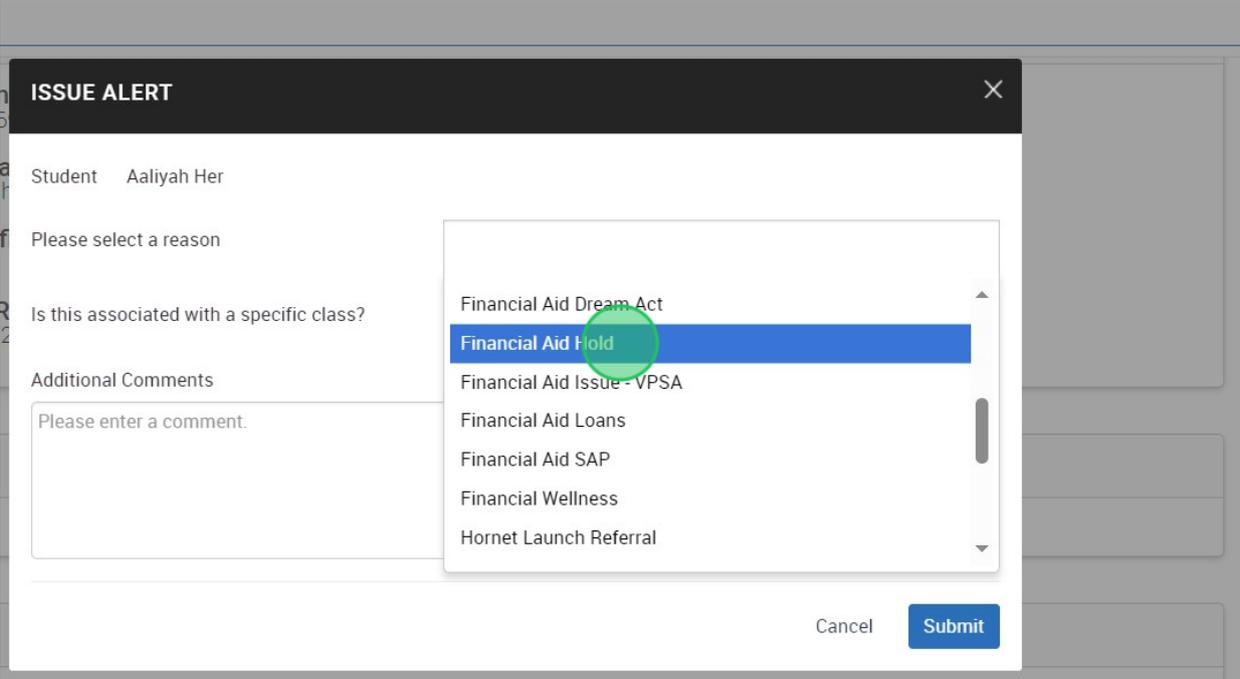
Impersonate User

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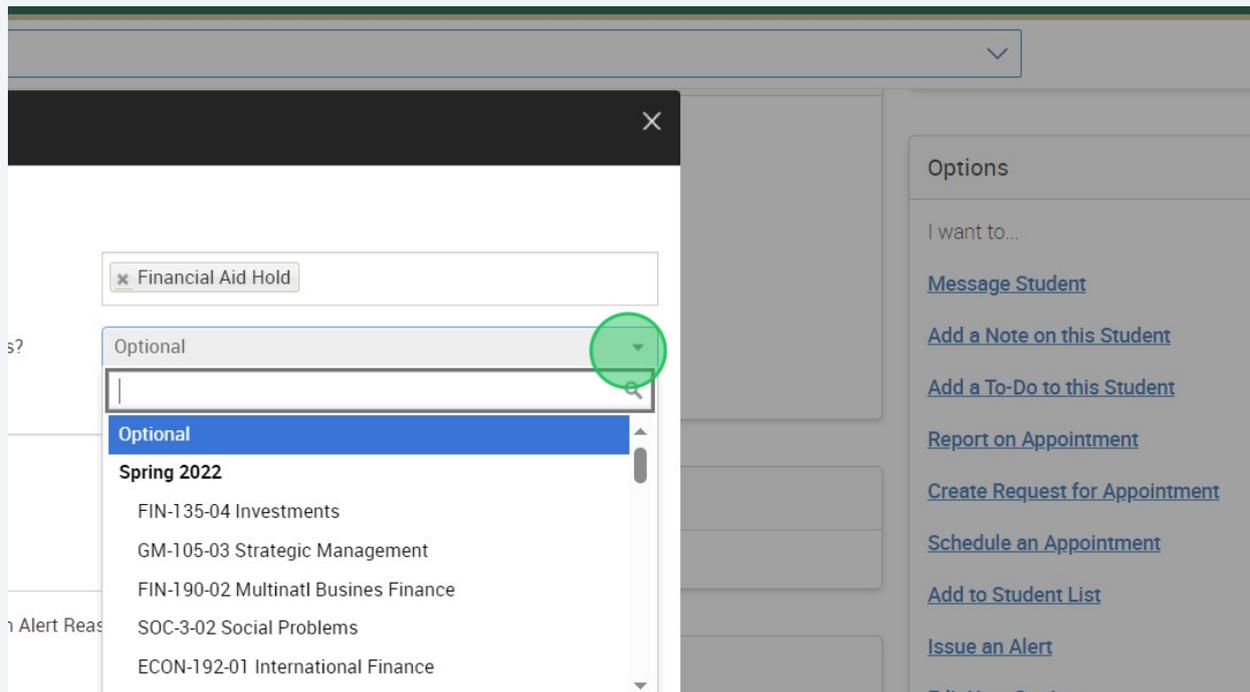
When you select an Alert Reason when issuing an ad-hoc Alert, details and the actions that will take place are shown. If you select more than one Alert Reason, each reason's details will show beneath Additional Comments. This also shows if the alert opens a case.

**5**   Select Option



Options

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Schedule an Appointment

Add to Student List

Issue an Alert

Financial Aid Hold

Optional

Optional

Spring 2022

FIN-135-04 Investments

GM-105-03 Strategic Management

FIN-190-02 Multinatl Busines Finance

SOC-3-02 Social Problems

ECON-192-01 International Finance

ⓘ **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).