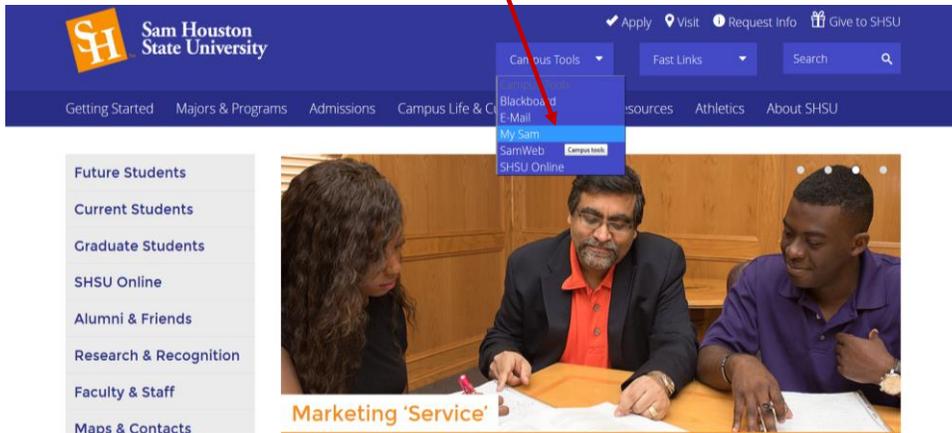
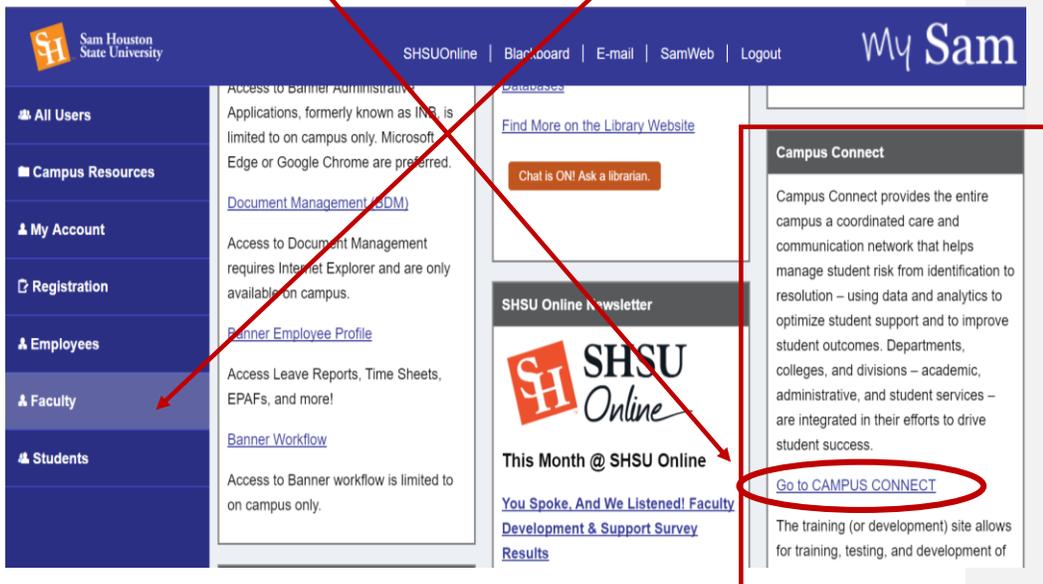


How to Issue an Early Alert

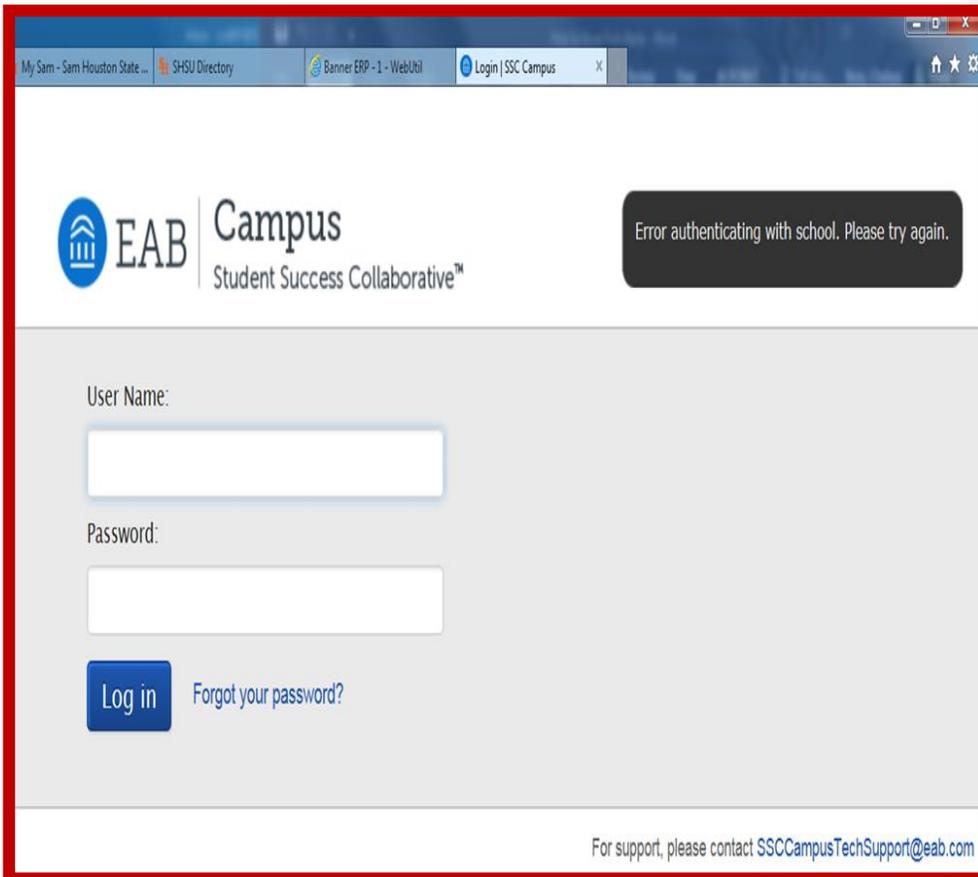
- 1.) To access Campus Connect, first go to **My Sam** located in the Campus Tools menu on the SHSU homepage.



- 2.) Next, click on the **Campus Connect link** under the "Faculty" tab.



IMPORTANT: If you follow the link to Campus Connect and get the following error message, please continue clicking the link until you are automatically logged in. You should not have to enter any information. The software company, EAB, has reportedly resolved this issue, but should you continue experiencing difficulties with logging in, please notify John Jordan by calling (936-294-4403) or e-mailing (Jordan@shsu.edu).



The screenshot shows a web browser window with the following elements:

- Browser tabs: "My Sam - Sam Houston State ...", "SHSU Directory", "Banner ERP - 1 - WebUtil", and "Login | SSC Campus".
- Page header: EAB Campus Student Success Collaborative™ logo on the left.
- Message box: "Error authenticating with school. Please try again." in a dark grey box.
- Form fields: "User Name:" and "Password:" labels above empty input boxes.
- Buttons: A blue "Log in" button and a link "Forgot your password?".
- Footer: "For support, please contact SSCCampusTechSupport@eab.com".

- 3.) Once you are logged in, **select the correct term**, and **enter the student's information** (name, SHSU username, **or** Sam ID number) whom you intend to refer in the search box.

NOTE.
The tool bar on the left will be **orange**, **not blue**.

Your home page in MSP will either appear with the "Advisor" or "Professor" view depending on your privileges.

Advisor Home

Students Upcoming Appointments My Availability Advising Center

My Assigned Students For Fall 2016

Actions	STUDENT NAME	ID	WATCH LIST	CUM. G
<input type="checkbox"/>	1 Mc Adams, John	000309714	2.30	High
<input type="checkbox"/>	2 Alcoser, Nathan	000517757	2.61	Moderate
<input type="checkbox"/>	3 Allen, Ebony	000559564	2.23	High

- a.) As you enter the student's information (either name or ID), results will appear below the search box. **Select the information for the student whom you wish to refer.**

Professor Home

Class Listing

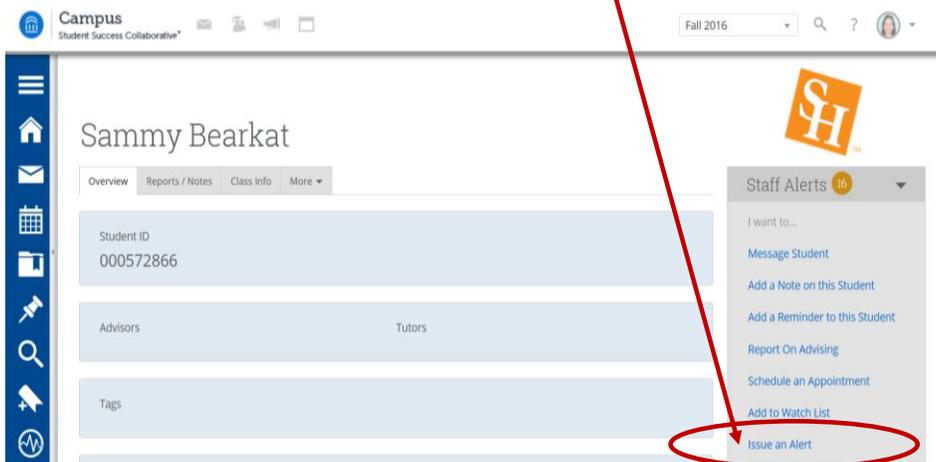
CLASS NAME	TIME	ROOM	
(HIST-1301) United States History To 1876	TR 8:00a-9:20a	COLLEGE OF HUMANITIES & SOCIAL-00242A	Assignments Progress Reports

Students In My Classes

Actions	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1 Baker, Katherine	Pre-Occupational Therapy [®] POCT-Specialization	HIST-1301

- b.) In the "Professor" view, you also have the option to **refer students from your home page under "Students In My Classes"**. Just **check the box next to the student's name** whom you plan to refer, then **click "Actions"**. The dropdown list will give you the option to **issue an alert** on the student.

- 4.) From the student's profile, you will select "Issue an Alert" on the right side of the page under the heading "Staff Alerts".



- 5.) Clicking "Issue Alert" will bring up a window, where you will next select your reason(s) for referral. You will have the option to select multiple reasons, so be sure to select all that apply.

Commented [JJ1]: Update this image

ISSUE AN ALERT ✕

Student Sammy Bearkat

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

- 6.) After selecting the reason(s) for your referral, **enter the class associated with the referral** (if applicable).

The screenshot shows a web form titled "ISSUE AN ALERT" within a "Tutors" window. The form contains the following elements:

- Student:** A text field containing "Sammy Bearkat".
- Reason Selection:** A dropdown menu with the text "Select at least one". This dropdown is circled in red.
- Class Selection:** A dropdown menu with the text "Optional".
- Additional Comments:** A large text area for entering details. A red arrow points to this area from the text "elaborate" in the instructions below.
- Buttons:** "Submit" and "Cancel" buttons at the bottom.

At the bottom of the window, there are links for "Disclaimer", "Terms of Use", and "Download Acrobat Reader".

- a. The box defaults "Optional," but you **need to select a course** for which you are referring the student.
 - b. The dropdown box will show all courses for which the student is currently registered, which means you will have the option to refer a student for a course you are not teaching. Please be careful in selecting the course for which you are referring the student so that the wrong course is **NOT** chosen by accident.
- 7.) Feel free to **elaborate** on the reason for referral in the "Additional Comments" section.
- 8.) Once done, click "**Submit**."
- 9.) The SAM Center will initiate contact with the student(s) via Campus Connect, which links directly to their campus email and/or cell phone number on record.
- 10.) If you have any questions, please contact John Jordan in the SAM Center:

Phone: 936-294-4403
E-mail: Jordan@shsu.edu