How to Issue an Early Alert
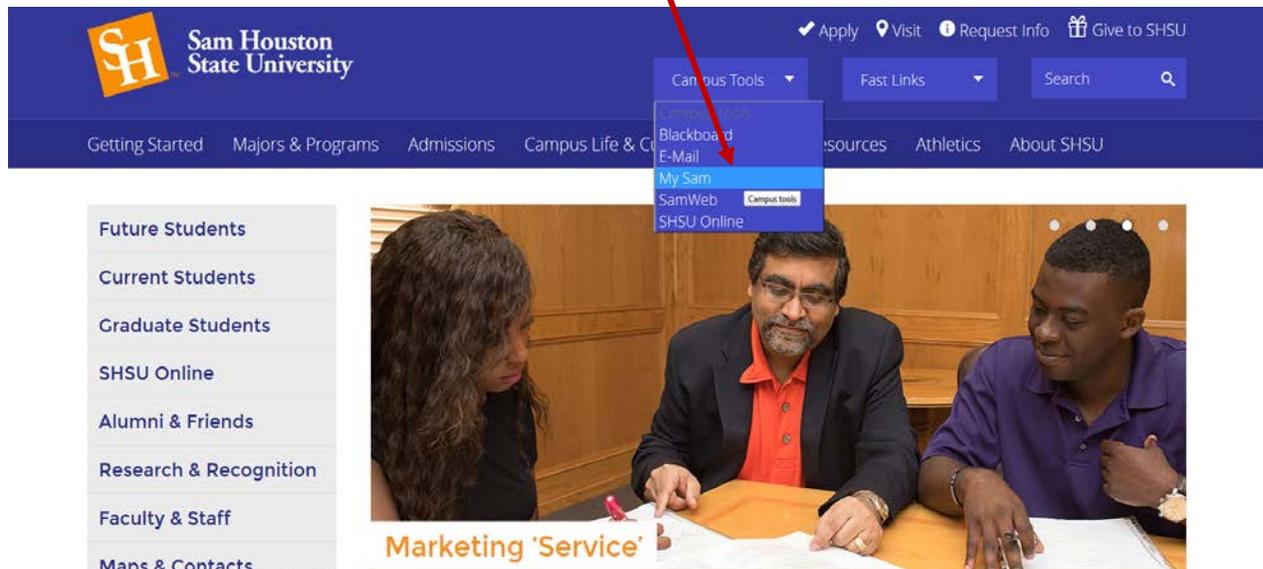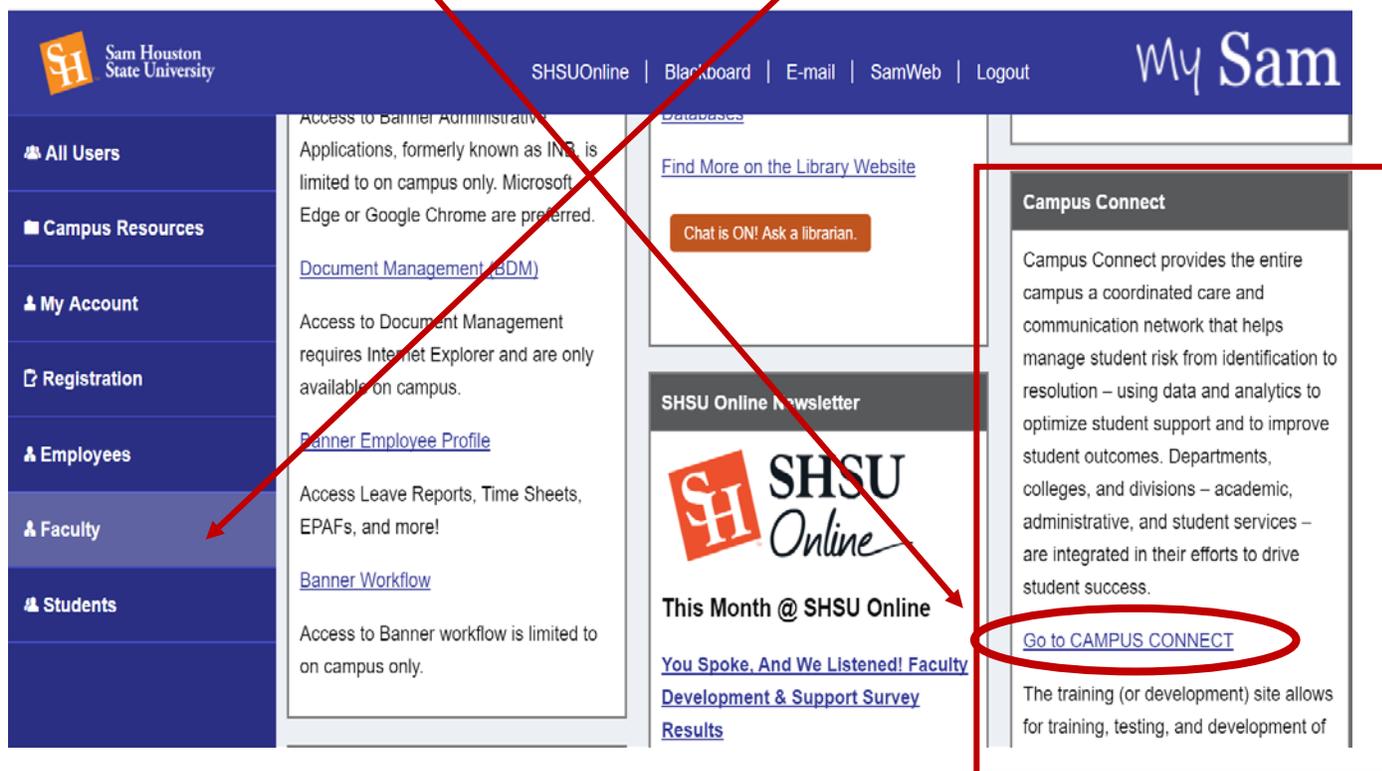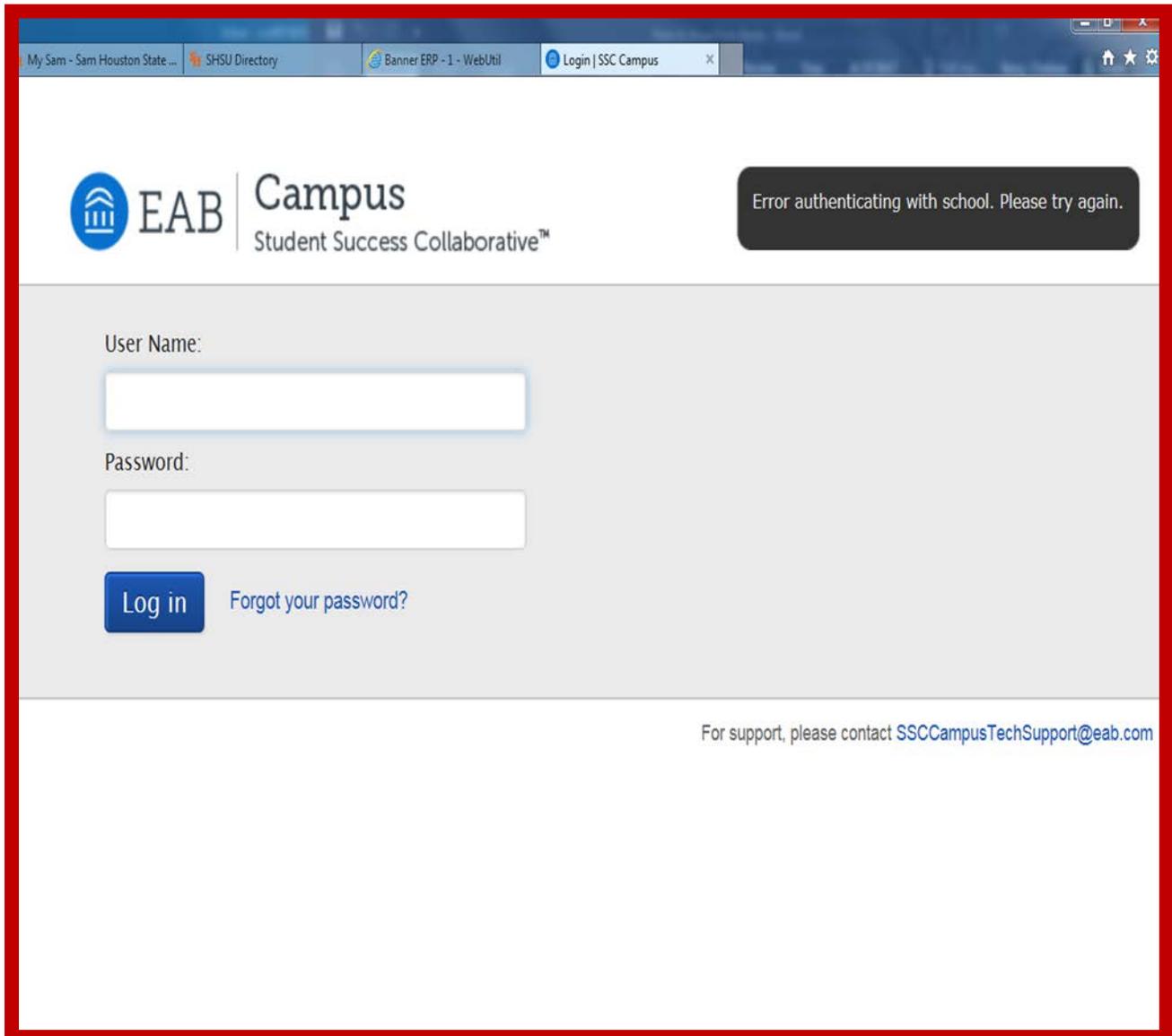
1.) To access Campus Connect, first go to <mark>My Sam</mark> located in the Campus Tools menu on the SHSU homepage.

2.) Next, click on the <mark>Campus Connect link</mark> 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 automatically log in. You should not have to enter any information. The software company, EAB, has reportedly resolved this issue, but should you continue having trouble with logging in, please contact campusconnect@shsu.edu.

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.

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.

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.

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

ISSUE AN ALERT   ✕

Student   Sammy Bearkat

Please select the reason you believe this   Select at least one
student needs assistance

Is this alert associated with a specific class?   Optional

Additional Comments

Submit   Cancel

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    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 and/or the Academic Success Center (ASC) 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 the SAM Center at samcenter@shsu.edu or 936-294-4444.