

# Navigate360: Issue a Notification or Referral from Student Profile

*Notifications or referrals can be used to notify a support unit or academic advisor that a student would benefit from their outreach and services.*

## 1. Open the student profile page

- Open a student profile by typing the student's name or E Number into the top [Quick Search](#) bar. Select the appropriate student by clicking their name from the list which drops down from the [Quick Search](#) bar.

## 2. Issue a notification or referral

- In the [Options](#) box on the right side of the student profile page, click [Issue a Notification or Referral](#)
- An [Issue a Notification or Referral](#) window will appear.
- Click inside the [Please select a reason](#) box, select the reason for the notification/referral  
If desired, click inside the [Please select a reason](#) drop-down box again to select additional notification/referral reasons. As many notification/referral reasons as are applicable may be selected
- If this referral/notification is specific to one of the courses the student is enrolled in, select that course from the [Is this associated with a specific class?](#) drop-down menu
- In the [Additional Comments](#) text box, type details about why the referral is being made and any additional information that may be helpful to the referral site or academic advisor
- Click [Submit](#)

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 a Notification or Referral](#)

ISSUE NOTIFICATION OR REFERRAL

Student Bucky Buc

Please select a reason

Is this associated with a specific class?

Additional Comments

Type referral reason and additional for the service unit information here.

Encourage Class Attendance

Encourage D2L Log-ins

Missing Assignments

Non-Academic Help Needed

Refer to CFAA for Tutoring

Referral: Career Services

Referral: Military Affairs & Veterans Services

Cancel Submit