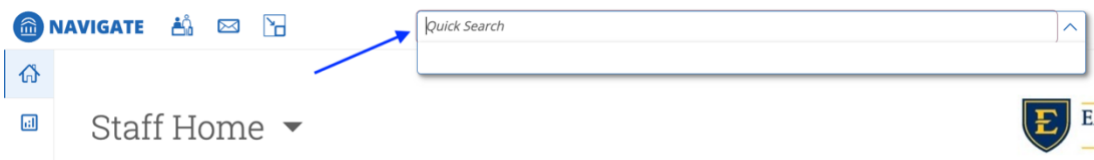


## Navigate - Issue a Notification or Referral for a Student

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. To open the student profile page:

- Open a student profile by typing the student 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. To issue a notification or referral:

- In the *Current Alerts* 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*

