

# Navigate360: Issue a Notification or Referral from Staff/Professor 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. Issue a notification or referral

- From the *Staff* or *Professor Home*, in the *Actions* box on the right side of the profile page, click *Issue a Notification or Referral*
- Click inside the *Student* box and type the student's *Name* or *E#* of the student receiving the referral
- 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*

