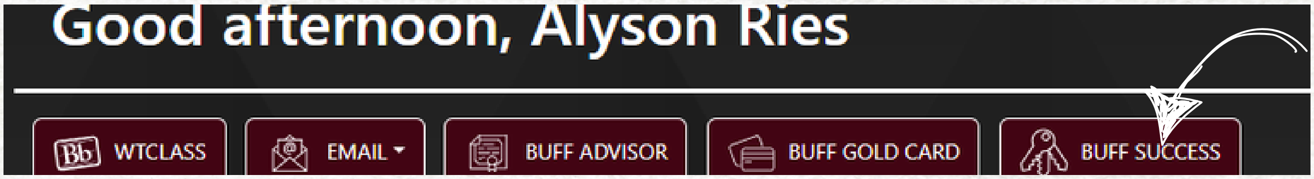
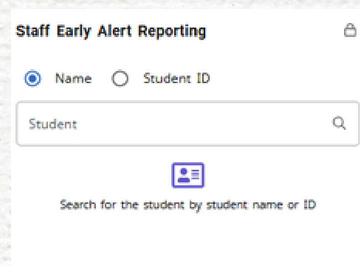
Staff

Have a concern about a student

1. Access Early Alerts through **Buff Success**. (Log in to Buff Connect; select the new Buff Success tab

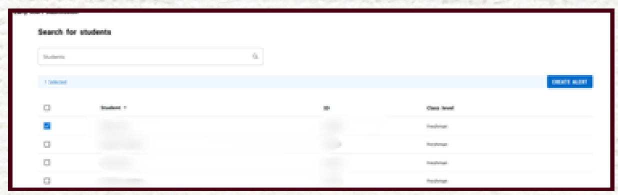


2. Identify the **Staff Early Alert Reporting** card



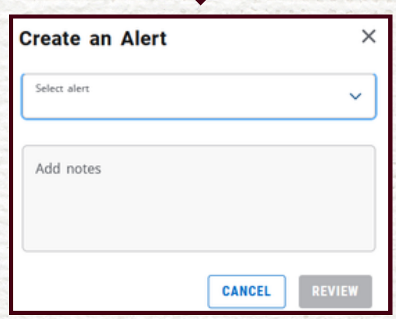
3. **SEARCH.** You can use the student ID or Name; make sure to select the appropriate toggle.

4. **CHECK the student.** The box must be selected to submit the alert.



5. **CREATE ALERT.** Select the blue box on right-hand side of the page.

6. **Create an alert**. Select the alert reason that best fits your concern. **Add notes**: this should include the message you want shared with the student and/or is relevant information to the adviser making the call. These notes WILL not be forwarded to students. Select **REVIEW**



5. **REVIEW.** You will be able to review the information being submitted. Select BACK to make edits, or SUBMIT. You will also see the department responsible for calling the student